Meeting was called to order at 2:08pm

In attendance:
- D. Cossey, M. Parlett-Sweeney, F. Davis, S. Sargent, K. Fox, L. Miller, S. Parrotta

Absent:
- V. Barr, T. McFadden

1) Minutes from the 04-8-08 meeting were approved.

2) Privacy Seminar
- Discussion was held on whether or not to hold the seminar during Spring term or to postpone until Fall term. Felmon possibly will not be here Fall term. Because of this, the committee decided to try to schedule Wendy Seltzer to come speak in late May; preferably the week of May 26th.
- Felmon requested that committee members send him suggestions about who should be invited to attend the seminar, especially targeting faculty members who had expressed concern about privacy and the implementation of the log-in on the computers in the Library.

3) Update on Content Management System (CMS)
- The committee will ask Mike O’Hara to attend the next meeting to discuss the planned move of academic department websites to the CMS.
- Liam demonstrated the CMS and some of its benefits.
  a. There are three types of pages within the CMS that get used for web pages: (1) free form content, (2) lists, and (3) mix of images & text.
  b. The CMS provides the web office with the ability to make global changes and apply changes uniformly.
  c. The CMS allows multiple people to edit/access the site; there is audit tracking for revisions and multiple versions can be retained until published. It is very easy to revert back to a previous version.
- The CMS provides design flexibility but it is relatively hard to create templates for use within the CMS and it will take time for the Web office to develop them for users. Users who are familiar with HTML can use HTML within the CMS editing window.
- Liam indicated that it was possible that everything currently on the web server (chet) might simply be moved to the CMS, by the Web office and/or ITS, with the expectation that the content would be updated at a later date by the department with assistance from the Web office and ITS.
- Liam said that the Web office is prepared to work on this project over the summer break. The faculty members of the committee brought up the fact that, for many academic departments, there may be no administrative assistant and few faculty available during the summer.
- Users (administrative assistants, faculty members) will be trained on the use of the CMS by the Web office. This will probably be done one-on-one but there may be small training sessions.
Mary suggested that the ITS website be moved to the CMS fairly early on. This will provide the Academic Computing staff with experience with using the CMS. Members of Academic Computing should be actively involved in the process of moving academic department websites to the CMS and individual faculty websites to minerva. This will provide additional resources to the Web office.

Kristin offered to be part of the pilot program and to develop the Biochemistry website using the CMS.

The committee agreed that a decision needs to be made about whether or not faculty pages should go into the CMS or be moved to minerva and where the “line” should be between the CMS and minerva.

Backup options did not get discussed.

The meeting was adjourned at 3:10pm.

Reminder: AcCSC website: http://minerva.union.edu/accsc