Meeting was called to order at 1:00 pm

In attendance:
- M. Parlett-Sweeney, F. Davis, S. Sargent, R. Koopmann, T. Shaikh ’11, K. George

Absent:
- D. Cossey, A. Ramasubramanian, A. Major ’12, T. McFadden

1) Minutes from 4/13/10 were reviewed and approved.

2) College’s Website “Reboot” – Ken George brought the committee up to date as to the status of the College’s website “Reboot” redesign project. The work on the project is being done by mStoner, a company that focuses on working with institutions to redesign and develop their website. The project began last year and has been ongoing. There were meetings with a variety of constituencies during the summer, and the web advisory group has been involved in providing feedback. Senior staff has signed off on a new design and the process is moving forward. The primary focus of the redesign is towards an external audience.

Additionally, two options for new campus logos were recently circulated for feedback. There was strong sentiment from the campus community in favor of not changing the logo.

Steve Sargent asked if all departments were in the CMS and also asked if the “reboot” was strictly in context to the CMS. Ken said that not all departments are in the CMS but part of the process is moving forward towards centralizing content. The “reboot” is being done only to the College’s official website (www.union.edu). Mary Parlett-Sweeney asked how far down into the website will pages be centrally managed? Ken said that this will be determined as the design moves down into areas that are appropriate – upper levels such as Admissions or Alumni versus landing areas or gateways. Felmon Davis asked who handles department web pages and how will the reboot impact this? Ken said that the goal of departmental web pages should be to best represent the department to external audiences and that the website should articulate who Union is. The primary goal right now is to focus on the areas to centralize on such as Admissions, Alumni, the Home Page, etc. (Tier 1 pages).

Other goals of the reboot are to implement a centralized calendar, develop appropriate policies related to the Tier 1 pages, reduce URL length, and focus on content in general. The centralized calendar has been a major push of web office; it will be soft launched in the near future. Its URL will be: http://calendar.union.edu

3) Bandwidth Management Policy – The final version of the policy was not available for the meeting so topic was tabled until the 5/11/2010 meeting.
4) Student Printing – Mary has sent a copy of the list of classrooms and labs to the four faculty members and asked them to work with their division to identify places where students can print. Becky Koopmann has sent it out to the department chairs in Division III and is waiting on input from them. Mary has an upcoming meeting with the Copy Center to discuss the copier RFP that is being developed and how that might impact the resources available to students for printing. Determining how to use the student ID card for the pay-for-print system should be a primary thrust of the project.

5) Campus Communication Update – Felmon sent out a summary of the 4/13/2010 meeting to the faculty. He received feedback from one faculty member who was concerned that the caps in the bandwidth management policy meant that students would not be able to do gaming or video streaming. Additionally, Diane Blake contacted him to discuss student printing. He will be setting up a meeting with her in the future.

6) New Business – none

The meeting was adjourned at 1:55 pm

Reminder: LCAST website: http://minerva.union.edu/acsc