

## **Web Oversight Committee**

Meeting Minutes- October 27, 2005  
3:30 to 5:00 PM, 1-360 Daley Library

Present: Wallis (Chair), Hepburn, Lewis, Maene, Naru (minute taker), Shuler, Sullivan (Webmaster)

### General announcement

The committee has a budget of \$2,500.

### User survey

Members reviewed a draft of the general user survey. There was discussion about whether such a survey is the best way to find answers to how Library users look for information, but the committee decided to proceed with it to get some baseline information about users and the current site. Members also will find out how much information that would be useful in the redesign process is available from Webalizer statistics.

Krystal will investigate if we should get IRB approval for the surveys.

### Suggested changes to the survey:

#### Demographic Information

- Use UIC colleges for 1.2.
- Eliminate 1.3.
- Move 1.4 and 1.5 to Purposes and Navigation Behaviors.
- Move the entire Demographic Information section to the last part of the survey.

#### Purposes and Navigation Behaviors

- Eliminate 2.1.1
- Change 2.1.2 to: How often do you use the Web site for the following purposes?
- Collapse 3 and 4 in scale to 3=Rarely or never.
- Change wording:  
E-journals/articles/newspapers/magazines  
Subject guides  
Ask a Librarian/research assistance  
Library instruction and workshops  
Course Reserve

- Interlibrary loan and document delivery
- Eliminate:
  - Statistics
  - Technical assistance
- Change 2.2 to Browse links and pages and eliminate Use navigation bars.

#### Satisfaction rating

- Eliminate 3.2, 3.3, 3.6
- Change 3.7 to: What other comments about the library Web site do you have?

Chieko will make the changes and post the revised survey.

#### Library department questions

John volunteered to coordinate the information-gathering from library departments. He proposes to begin with the question "How can the Web be used to enhance your work?" and come around to discuss specifics.

#### Client survey

Members should add comments to the client survey so that it is complete by the next meeting.

#### Timeline

After considerable discussion, the committee agreed to maintain the goal of June 15 for the new site launch.

Short term goals and dates:

October 31: WOC reviews pilot general user survey with Survey Monkey.

November 1-8: pilot survey available for Library student employees to complete

November 9: WOC reviews survey responses

November 10: WOC meeting to discuss survey revisions

November 10-13: WOC revises survey and drafts publicity to campus audiences.

November 14 – December 10: general user survey available for UIC community

Meeting adjourned at 5:30 pm.

The next meeting is scheduled for Thursday, November 10, at 3:30 pm.