

Web Oversight Committee

Meeting Minutes- November 10, 2005
3:30 to 5:00 PM, 1-360 Daley

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

IRB information

The introduction to the survey will include a disclosure that the results may be published. If the data will be used for research at some future date, the investigators will apply for an IRB exemption.

Lisa will add all WOC members to a list (lib-survey@uic.edu) to which survey-takers can direct questions.

Linda will send a courtesy note to lib-steering to inform them that the survey will be conducted.

MASSMAIL for user survey?

The WOC will decide at the end of November whether or not to send a MASSMAIL to inform students and staff about the survey. If participation is low, WOC may elect to do a MASSMAIL.

There will be a link to the survey from a box on the Library's home page and a banner below the header on all other pages.

Incentive for completing survey

Each survey respondent (except for Library faculty and staff) will be entered in a drawing to win one of two \$50 gift certificates to the UIC Bookstore.

User survey pilot test results

The committee will incorporate comments from the pilot into the final survey.

Finalize survey for 11/14 launch

Lisa will update the survey and the introduction page so that it is ready for November 14.

Content file directories

The file directories list will be sent to department heads; the committee will gather information from department heads about who updates/has access to which pages and the status of the pages. Lisa will format the questions in Survey Monkey.

The next meeting tentatively is scheduled for Thursday, December 1, at 3:30 pm.