

Web Oversight Committee

Meeting Minutes- January 26, 2006
3:30 to 5:00 PM, 1-360 Daley

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

Web site content audit

Twenty units responded to part 1 of the Web site audit. Lisa is matching the pages claimed with the spreadsheet of all pages. She is sending part 2 to units that have claimed pages; responses to part 2 are due February 13.

Lisa will look at unclaimed pages to see if the WOC can target reminders to complete part 1 to specific individuals or units.

Card sort exercise

Krystal, with Peter and Francis, will conduct the card sort exercise. Krystal will add to the list of terms by looking at the Web survey results. To invite participants, Krystal will contact those who provided email addresses when they took the Library Web site survey; there will be incentives for participating in the card sort exercise. WOC members can continue to suggest terms. The date to complete the exercise and analysis currently is open.

Keeping the Library's Web pages on a CMS

Francis reported on his research of content management systems for running the Library's Web site. His preference is for the CMS developed for the Kent State University library: its assets:

- *it has been well-tested by an academic library
- *it will be relatively simple to program using Kent State's code (estimate of four weeks to program for UIC)
- *it has good user documentation

- *it has an effective metadata and editorial structure to ensure successful searches and good navigation

- *content providers do not need to know any special software (not html, Dreamweaver, etc.)

- *new content and changes can be published quickly (after editorial approval)

Kent State develops, reviews and approves pages on an Intranet, then publishes them. Following this model, the Library should have its own server for page development, house it at ACCC, and try to use tigger to serve the pages to users.

The initial change-over will be labor-intensive. Every Web page has to be reviewed by the editors (probably WOC), the identification of the pages checked, and the metadata checked against a controlled vocabulary.

The short term plan:

- *wait one week to hear from Kent State if they can provide the code (they are seeking their university counsel's approval to give it to UIC)

- *continue with the card sort exercise to develop the architecture of the site

- *plan to hire a graphic designer to design the pages

- *think about which user customization/portal software to use

- *get approval to purchase a server that will run at ACCC (price of equipment plus maintenance fee to ACCC)

The alternative plan if we cannot use Kent State's product is to use MyLibrary; or purchase another/generic CMS (this would require much more time to program).

Next meeting

The next meeting is scheduled for Thursday, February 9, at 3:30 pm.