

Web Oversight Committee

Meeting Minutes- March 9, 2006
3:30 to 5:00 pm, 1-360 Daley

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

Update on content audit

Two more pages were claimed. WOC will not make further attempts to identify owners of the rest of the unclaimed pages; owners and the need for editing specific pages will emerge in the redesign process.

Update on card sort exercise

The Office for the Protection of Research Subjects requested additional information/changes to the research protocol. These have been submitted.

The card sort sessions now are planned for after spring break (after March 26).

Report on Kent State visit and demonstration of their CMS

Peter and Francis reported increased understanding of and appreciation for Kent State's CMS (see Peter's report of March 1, 2006). Among the many advantages of the CMS are useful statistics, immediate posting of new and amended pages, and a system based on extensive usability testing. Peter will follow up on the drop-down menu of subject headings – how were the headings determined and what departments worked on compiling the list?

How staff use the Library Web site

John recommended that WOC ask all library departments to have a Web presence.

To get input on how to improve the Library's Web site for staff work purposes, WOC will ask the councils to interview departments. Also, there will be a Web survey of staff users. John will draft a memo to Council chairs to begin the process of collecting information from staff.

Topic for next meeting

Kim Charles, Director of Web Communications for Public Affairs, is scheduled to meet with the WOC on March 23. Among questions for Kim are: what's the overall campus plan for the Web; how can we make the Library pages "cool" to meet user demands; how can we brand the Library and its services.

WOC communications planning

To begin to better inform and involve Library staff, the WOC will submit a written report and ask to make a presentation to the Steering Committee. These communications will update staff on the committee's progress and plan and engage staff in the redesign. Krystal and Lisa will draft a report for WOC to review at its next meeting.

Next meeting

The next meeting is scheduled for Thursday, March 23, at 3:30 pm.