

Web Oversight Committee

Meeting Minutes- May 4, 2006
3:30 to 5:00 pm, 1-360 Daley

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

Update on card sort

There were 15 participants in the card sort exercises – seven undergraduate students, seven graduate students, and one faculty member. Data collected is quantitative and qualitative. Krystal, Peter and Francis will continue to compile and analyze the data in order to recommend the arrangement and terminology of the new pages.

The card sort exercise should be given to Library staff for more information about page arrangement, etc.

Status of server and software purchase

Francis submitted a proposal describing server requirements and costs and staffing needs to Senior Staff; the initial cost (\$10,000) includes the CMS server and an intranet. It is unclear when Senior Staff will make a decision about purchasing the equipment.

Next steps

The committee members will work on the following tasks: – Complete card sort analysis: Krystal, Peter, Francis – Begin writing policies for metadata and controlled vocabulary: Chieko – Write RFP and contact designers to work on the look for the top page and banners on CMS-driven pages: Linda – Draft policies and procedures for adding, approving, etc., pages in new site: Lisa, Peter, John

Webmaster update

Wendall leaves in late May. Mary Case will designate a Webmaster before then.

Blogs, wikis, etc.

Francis would like to have centrally-administered wiki software.

Next meeting

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