

Web Oversight Committee

Meeting Minutes- August 10, 2006
3:30 to 5:00 pm, 1-360 Daley

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

Minutes

The minutes of the July 13 meeting were accepted with one change to the item about the revision of the Quick links changes: Changes to Quick links and Shortcuts were discussed and would be revisited in future discussions.

Fall 2006 WOC meetings

The WOC meeting day will be changed to Tuesday beginning on August 22, to accommodate schedules. The time (3:30 pm) and location (1-360 Daley Library) remain the same. Lisa will post the meetings to committee members' calendars.

Committee membership

John and Krystal have been appointed to another year of service on WOC.

Link to formal grievance procedures

The link to formal grievance procedures to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration related to the operation of University's programs will be added to the Library's footer. (This is a .doc file.)

Home page launch

WOC would like the new home page launched by August 28, preferably on August 24. Lisa will draft a note asking Library staff to comment on the proposed new page; this message will be distributed via libstaff on August 16. The new page will be launched after the comment period. As of the launch of the new home page, Library news will be a blog.

Style guide review

There is a new Library Web style guide posted; this is a work in progress. Sections to be added are instructions about metadata, what the approval process is (WOC would like to be notified of all new pages added to the Web so that it can review them), and other components as needed and written.

Blog policy

In order to make consistent decisions about Library (not individual) blogs, WOC would like a policy on use, content, etc. Linda will draft a policy for the committee's review. Also, Francis will change the wiki policy/process so that there is one wiki for the Library staff rather than individual wikis for each department.

Next meeting

The next meeting is scheduled for Tuesday, August 22, at 3:30 pm.