

STEERING COMMITTEE

Minutes of the meeting: April 5, 2006

Present: A. Armstrong (guest), D. Blecic, J. Canlas (recorder), R. Daugherty, K. Ein, D. Enoch, J. Fiscella, A. Ford, E. Guss, P. Hepburn (guest), S. Jacobson (convener), F. Logan, L. Naru, V. Pifalo, C. Scherrer, L. Wallis (guest).

Announcements (Jacobson)

Case considering comments submitted regarding strategic plans. Site meetings to be scheduled in next few weeks. Planning group meeting upcoming.

Web Oversight Committee Report (Wallis)

Available to answer questions regarding report previously distributed. Hepburn present to answer questions regarding visit to Kent State to see content management system. To move forward, WOC asks approval from Committee to pursue CMS and purchase appropriate server hardware, estimated at \$2,500. Software is free. Committee briefly discussed CMS format. Hepburn noted, Kent State willing to modify software for UIC Library use, even have UIC Library representative visit to help install software and intranet. Kent State requests that UIC not take credit for CMS or sell it. WOC hopes to maintain relationship with Kent State in future to assist with maintenance issues. Although initial set-up would be labor-intensive, maintenance and updating of pages would eventually be simpler and faster than current system. Wallis commented server would have to live in Library as ACCC will not support database-driven sites. When asked about time frame, Wallis offered a goal of fall 2006 with a more likely deadline of fall 2006 intersession. Committee agreed to support migration to CMS.

Marketing Task Force Report (Armstrong)

Distributed copy of report was summarized, highlighting three marketing strategies identified by group. Committee discussed report, commenting on target groups—perhaps include alumni-- and idea of creating marketing position within Library, sustainability recommendations, potential for working with College of Art and Design students as well as marketing students on campus. Committee agreed to endorse Task Force's recommendations.

Electronic Time Entry for Students (Ein)

Considering current time-card system is outdated and labor-intensive, Ein suggested implementing Web time-entry for students, same systems as time-entry for staff. Ein also presented possibility of re-configuring system to allow supervisory approval of time at work stations other than that of staff member seeking approval. Committee expressed general support for move to Web time-entry for students, with some concern for accountability. Committee concluded that departments could maintain an additional internal system of time-keeping for students, if desired. Committee also inquired further on remote time approval for supervisors, to which Ein responded that she would research the option further and report back to Committee.

