INTERNET PRESENCE COMMITTEE

Minutes

July 17, 2014

Members Present: Lucy Croft, Marianne Jaffee, Lance Taylor

Others Present: Dmitriy Bond, Cathy Cole, Linda Mobley, Haylie Snipes and Marian Watters

Proposal to form a Web CMS Task Force, an ad-hoc organization of the Internet Presence Committee

Name of the Group: Web CMS Task Force

Purpose: Identify functional and operational issues, needs and opportunities for the current university web content management system.

Initial Deliverables:

- **Action Item 1**: Conduct a functional gap analysis between the current University Ektron .NET 400 Web CMS and existing and projected user needs
  - Functional areas include:
    1. Official University web presence within and outside Ektron CMS. This includes all divisions, colleges, departments and other official units of organization.
    2. Academic: web page related needs for: teaching, learning, faculty research and service needs.
    3. All other web pages of the University. Example: Student Organizations.

- **Action item 2**: Provide recommendations/options as to how each gap identified in action item 1 can be narrowed or eliminated.

Due Date for Deliverables: January 15, 2015.

Communication: the continuous progress of the group should be communicated to the IPC during the regular IPC meetings. The final report should be submitted to the IPC.

Membership: the membership of the group should be small and effective. However, members must solicit input from all functional areas and objectively represent all areas. Other resources can be brought to the group as required for supporting and advising capacity.

Proposed membership:

1. Cathy Cole, Director of Marketing Publications (chair)
2. Dmitriy Bond, Director of Enterprise Systems
3. Deb Miller, Director of CIRT
4. Gordon Rakita, Director of Academic Technology
5. Jim Owen, Director of Enrollment Services
6. Student Government Representative (TBD)
7. Faculty Association Representative (TBD)
8. Student Affairs Representative (TBD)
9. ORSP (TBD)

An informal vote was taken and the above Web CMS Task Force and its mission were accepted with a few changes that have already been added to the above. Once the four additional representatives have been accepted, a formal vote will be taken by the IPC.

**ACTION ITEM:** Lucy Croft will determine who will be the Student Government and the Student Affairs Representatives and bring back to the IPC.

**ACTION ITEM:** Marianne Jaffee will determine who will be the Faculty Association and ORSP Representatives and bring back to the IPC.