

TLTR / Web Committee Minutes December 12, 2008

Attendance

- Jack Ancell, Robert Owens, Kelly Goscinski, Martha Reed, Tom Wisbey, Ashley Leslie, Brent Richey, Harvey Powers, Peter Hunt, John Hicks, Elizabeth Elam, Al Yoder & Hannah Guarino

Welcome

- Jack thanked everyone for taking the time, on a Friday, to attend.

Old Business:

- No old business was discussed.

New Business:

- Intranet
 - Harvey & Kelly are working on this. Harvey stated that the new “Inside SVCC” would look & act like our main website for easier navigation. Harvey also stated that the new intranet will have more features. The intranet right now is not password protected, therefore, anyone can find the site but cannot input any information. (<http://inside.southside.edu>)
 - Both Harvey & Kelley are working on being able to submit forms online through our intranet using Google forms. Kelly stated that Google forms is user friendly. Both are also working on when a form is submitted the data would go into a spreadsheet.
 - Jack stated that the price for the intranet is right, free, so we should take advantage of it. Tom asked what the reason for the intranet was. Jack stated that it’s ideal to archive minutes, to have forms used daily readily available & to have an all access pass to the calendar, to name a few things.
 - Al kindly showed off his intranet for an example. Peter stated that the intranet would keep everyone up to date on forms, etc.
 - Jack suggested for everyone to take time to see what we like & where the intranet should take us for our next meeting.
- V-Tel
 - Jack stated that the biggest concern/complaint is that the computer/tv screens are too small to read fine prints. Network Services is working on this situation. The only solution known for today is buying bigger screens.
- Website Survey

- Jack stated that Chad Patton has done a web survey but will table this topic until next meeting.
- Website
 - Harvey stated that the biggest complaint right now is the drop down menu on the home page. Peter suggested to maybe list programs by center/campus. Harvey stated that the biggest problem would be who would determine what is/is not an actual program. Brent stated that the idea is right but we do need to get together to decide what should or shouldn't be listed. Brent, Al, John & Al Roberts (per Brent) will work together on this for the next meeting.
 - Harvey also stated that the main page has rotating pictures, the latest news listed, a Google search box (which was free), & now a link to LiveChat.
- Faculty/Staff Web Pages
 - Kelly suggested that faculty maintain their own site through Google sites. This way faculty can make their site as complicated or as simple as they like. Kelly also stated that there should be a disclaimer to SVCC on these personal sites.
 - Kelly also suggested we have a guideline for these sites. What is appropriate? Dos & Dont's?
 - Ashley stated that the VCCS encourages training & the use of these personal web pages.
 - Al suggested we implement as soon as possible.
- Security
 - Jack stated that there are many new rules & changes being made. The Daniel Campus is complete with the computer security systems & Christanna is in the process.
 - Jack asked if anyone was interested in moving to Vista. Vista would solve some of our security requirements, however, not all programs/hardware will work with this system.
- Classroom Technology
 - Jack asked for faculty input on this. What do we need/don't need?
 - Martha said she had no complaints. She likes the use of Smart Boards, Projectors, etc.

- Kelly stated that there is a faculty concern that not all equipment is located in all classroom locations. Kelly asked what options do the faculty that travel between campuses have.
- Kelly also brought up the “Interacting School Pad” which allows you to record class lectures & transport them to blackboard for an example. Kelly will do more research on this.
- Campus Login
 - Jack suggested implementing a network login for the VTel rooms. This way the faculty that teach on both campuses will have their personal settings available without having to always use a jumpdrive.
 - Al suggested also using Google to store PowerPoint presentations, the use of blackboard or exchange.
- Goggle Apps & Email
 - Kelly stated that the site will be completely ready by the spring semester. Ashley stated that this is a good learning tool. Kelly will send the committee her draft after the meeting.
- Atomic Learning
 - Kelly stated that this site has over 100 tutorials on different software programs. Some great tutorials on this site are: How to use... blackboard, Photoshop, PowerPoint, Gmail, smartboard, etc. Kelly will send out an email on this for more info.

Adjourn

- Jack again thanked everyone for coming & will hold next meeting in February.