Updates to Summer 2003 Web Pages

We reviewed each web page starting with the “student” pages. Several changes were made to the “Dates” page to add dates and modify language to more clearly describe the activity or deadline described. After some discussion about the “Refund Policy and Procedures” page, Norton and G. Self agreed to re-order the text to make it clearer. They will provide their updated text to Favila (NOTE: this was done later in the day and the changes have been made).

We also reviewed the “Faculty/Staff” pages. Norton asked why the “Dates” page wasn’t the same as the “Student” page. Hall noted that there were some items important to faculty and staff (e.g., evaluation days, grades due, etc.), which were not important to students. We agreed that the two pages must be different, but that there were some dates on the “student” page that should also be incorporated into the “faculty/staff” page. Glasmire agreed to match the two pages and add some of the “student” dates to the “faculty/staff” page.

Favila will incorporate all of the changes so that the pages will be available on the Web by November 1 and she will notify the group when this is done. She noted that the design of the pages would remain as is for now with 2002 being changed to 2003. However, she plans to change the design later when the Academic Affairs tech support person returns from paternity leave (in about a month).

We agreed that we would not meet during the month of November. Next meeting will be December 4, 2002, 1-2 PM, in Lassen 3008.

Meeting adjourned at 2:00 PM.