University of Alaska Southeast

TLTR Committee
Meeting Minutes
Friday, March 21, 2003
10:30 am – Noon
Library Conference Room

1. **Call to Order** at 10:35 by Chair, Steve Hamilton.

2. **Attendees**:LisaHofferkamp, AliceTersteeg Barney Norwick, Joe Sears, Shirley Grubb, Steve Hamilton, Jonathan Anderson, Jason Ohler, Karen Cummins

3. **Minutes** approved by Shirley Grubb, Joe Sears seconded. No objections.

4. **Reviewing agenda**, Steve reported that he had not heard back from Robbie on a new TLTR representative from Social Sciences since Jonathan Anderson has been moved to Business. Also, he reported that he met with Janet Dye, Faculty Chair, regarding Faculty Senate regarding the tension between their mission and TLTR will relay our answers back. Nothing added to agenda.

5. **Introduction** of Guests: Kevin Meyers and Dave Klein

6. **UAS Web Site** was discussed at length regarding the lack of consistency in the UAS web pages from department/ program to another department/program. Institutional changes the dynamics of the webmaster is a concern affecting prospective students and current students. Prospective Students page was the only page getting attention and the plan is that the Prospective Student is where the focus should remain for the time being. Academic Programs Page is being revamped to make the Academic Programs more user friendly, consistent with navigation, headers/ footers, along with the major part of "layers down"in the pages will have consistency. Currently creating an interactive CD that will have video, audio, slide show that will interact with the web site. Concern with same information in many places and does not get updated in all places. In addition, migrating all brochures to CDroms is not the case. Ultimately the new website will pull content out of database. Various departments should have detailed information and autonomy, however such things as the minimum will be the print standards, navigation and includes on each page will be mandatory for the consistency link. It was pointed out that because the Course Catalog was not done in HTML, people were recreating it and broken links occurred as the forms, course listings, program requirements changed. Recreating the Catalog in HTML will make it easier for updates and would give the ability to get to sections easily.

   Concern again was reiterated pertaining to the focus of prospective students, while there is also a very important ongoing students services who are here. Granted there is so much information and it has to be decided what gets the lions' share of time and dedication and to balance this. In the final analysis, the website will never be "done" but may reach a point of

more automation and departmental responsibilities and determine a better structure. Retention is on the radar. Distance students depend very heavily on web sites for information so it has to be up and current and consistent. Dave & Kevin have been meeting with people to determine what is important from department to department. Academic splash page an easy way to navigate into department's web site. Important to put in previous catalogs because students have requirements according to the catalog they registered under or any subsequent one. PDF fine for previous and HTML for current catalogs. From the inception of the university web site, the focus has been for Prospective Students. With the background of the current webmaster, combining prospective and current students, in limited time with so much information will be the determination of Kevin. The priorities of the current university web site is not necessarily that of ongoing, current programs. Therefore, it will become a possessive priority to maintain departmental, program websites for current students. It has always been for the push out and need to maybe alter to Current Students as well. They have to work together. Suggestion was made to make the computer builds to reflect Current Student page instead of Prospective Students page to find out what is going on. Our foundation is academic sites and to make sure they are user friendly and information gets across.

Question arose if Sitka and Ketchikan are included on actively using UAS website as Juneau campus does and same rules with regard to consistency would apply? Sitka is now using the university server. Ketchikan hopefully be moving to our server as well.

Natural Science group raised the issue of consistency versus individual program pages and intellectual property. Site-wide navigation tools are basically what is being termed as consistency and it should look the same to know you are still on UAS. Humanities site is being built. If each department had their own dedicated web person, that would be great. All business faculty are under BBA programs. In Education they have to have their own web site but under the context of UASOnline. Again, content is important for consistency as well as duplicate information not being updated. Included in the new website should show Minors.

Different portals can be created pertaining to campus life, as what is important to transfer students, prospective students, current students, distance students, graduate students. Just takes time and people. Meeting with departments is helping determine this.

Question as to put the web site on agenda for next time for more discussion if Dave will be member of the TLTR committee replacing John Attebury? Steve will check with Robbie. More discussion on the difference of departments web sites for faculty Business is the Business Program site as compared to Natural Sciences when they have individual sites per faculty member. Headers and Footers, having a UAS program, should be consistent and what happens in the middle is pretty hard to control.

Searching UAOnline and Sitka was not there, specifically excluded, but if searching on Sitka web site you could find distance courses. Identifier not turned on. Was this resolved? Need to make UA Gateway easy to search, using pop up box, certain level course, etc.Gateway pulls directly from Banner and most accurate.

7. **Update on e-portfolios** and did meet with Brian Blitz. Approaching point where we need to compile this information. New minor in BS in Math. From faculty assessment point of view, Math does not see the value of a portfolio. If there were a general portfolio – still not really interested but recognized students might need that for when they went into the world and not seen as something more they would have to do. Annotation and submitting to paper has been added to what e-portfolios require. Would like to go back to Robbie and Mike and go back to the audiences and faculty senate.

8. **Special Projects**: email Penny to inform approval was contingent on Library's approval. This will not happen because the library agrees that the information can already be obtained elsewhere. Special Project was denied. TLTR members agreed, Shirley moved that we non approve this special project and Barney seconded. No objections. Email to be sent to Penny and to encourage her to continue.

9. **Next meeting**: Approaching end of semester and **April 18th next meeting**. Need to consider budget for next year and speak to e-portfolios. Next year to make some special effort to get out announcement early. Structure of communication is not working. Maybe technology needs are being met. Perhaps the bar is too high. Coordination with faculty and departments. More advertising. Application process not easy. If our goal is to have students apply we need to get out of the paperwork business and make it easier to do.

10. Meeting adjourned at noon.