Web Development Group
Minutes of the Meeting: 10/3/01
Present: Candido, Cantrell, Crozier, Ganson, Juhl, Santos

1. Minutes from 9/5 meeting were approved.

2. Proxy Server / Remote Access help pages

Members present discussed ways in which the remote access pages could be made less complex and easier to use. Prior to the meeting, Mary White and Juana Young had provided email comments. Ganson suggested that the information be structured in a "question tree" that would steer users to the appropriate instructions and that an "FAQ" page also be available. Others expanded on the idea of a question tree, beginning with a "Where are you?" question.

Juhl took these and more specific comments back to re-work the pages. Since that meeting, she and Crozier have completed an entirely new series of remote access instructions, which include:
> -a question tree structure
> -an "IP sniffer" to tell users "where they are' on the Internet
> -more help for people using *networked* computers (non-modem) from off-campus
> -screen shots for cable modem and networked set ups
> -instructions for the new version of Netscape, version 6.1
> -more consistent information about ID and PIN numbers and a link to an ID check at the Treasurer's Office Web site.

Still needed are:

> -verification of how the Treasurer's Office ID check works (we are not certain that this is a solution for all faculty and staff)
> -screen shots and instructions for Internet Explorer 6
> -PIN Numbers: a small working group has convened to discuss whether or not PIN numbers are needed for library transactions

3. Distance Education pages
Juhl distributed copies of the current page with distance education information (http://libinfo.uark.edu/distance_ed/) and a sample new draft from Crozier (http://libinfo.uark.edu/ben/disted923.asp).

The committee members present discussed some of the shortcomings and questions of the current page, including the question of whether or not there should be a major link on the home page for all Distance Education Services. Ganson observed that the heading "Resources" is a misnomer and that the services currently listed try to deal with many different kinds of remote or distant users.

Juhl offered to take these comments and drafts to Alberta Bailey's Distance Education group for further discussion.

Parker-Gibson reported (via email) on a collaborative project with the Division of Continuing Education. The Web Development Group recommended that Bailey's Distance Education Committee have oversight over this project.

4. Cataloging Staff Web
Juhl reported on the progress made on the Cataloging Staff web page (http://libinfo.uark.edu/cataloging/catstaffweb.asp). Mary White has collected and organized more than 70 procedural and policy documents for this area of the home page. Juhl distributed a draft from White that provides guidelines for "content providers" who wish to have documents made into PDF files for the web page. Some lessons learned from this pilot project include:

-Server space needed for future growth.
>Cataloging already has more than 75 PDF files; lots of space needed to store these documents online. Cantrell created a large folder outside of the main web root for Web Documents to de stored.

-Some editing is needed from WP or Word to Acrobat.
>Because Adobe "prints" documents to make them into PDFs, some typefonts or page layouts work better than others. A style guide is needed for content providers to ensure consistency and readability.

-Web Links will need to be maintained in each department.
>White has been given authorization to enter web links into the home page database. A separate category was created in the database for "Library Links" to accommodate these staff resources.

-Changes and updates.
>Once a departmental page moves from "development mode" to "production mode" we may need to develop a standard way for updates to be fed to Crozier or Juhl.

White and Juhl hope to move on to another Tech Services dept (Serials?) soon to help them organize their materials for the StaffWeb and to train one person in each department to edit their web links.

5. StaffWeb Organization
Candido reported on the activities of a subcommittee (Candido, Juhl, White) in collecting and organizing Dean's Office and general personnel procedures and policies for the StaffWeb. Candido will meet with Dean's Office staff to discuss which documents are ready to be published first.

6. Distiller and PDF-Making
Crozier distributed a handout on how to use the "Distiller" PDF-Making software. The software is now available on the "color printer" workstation in Room 220K, as well as on the computers of White, Guirl, Candido, Pearce, and Juhl.

7. Gov Docs Pages and Links
Santos and Crozier demonstrated the draft pages for a new series of Gov Docs web links. Santos asked the group to consider if Documents should have a link on the main home page.

8. Other Progress Reports
Other projects underway or completed in September:
-Student Training Manual (Crozier)
http://libinfo.uark.edu/studentmanual/toc.asp
-Public Departmental pages have been added for Fine Arts, Systems, Collection Management
-Help and Database Guides have been added or updated for Ingenta and NetLibrary
-Expansion of the Personnel Database to include Selector and Liaison info
-Books & Letters Online

Next meeting: Wednesday, November 7 at 3:30.

Respectfully submitted,
B. Juhl