

**The University of Southern Mississippi**  
**Web Committee Meeting Agenda**

Meeting: Web Committee	Date: September 20, 2007
Location: COAL conference room	Time: 10 AM – 11 AM

Chair: Margie Jepson, Director, Marketing and Public Relations  
 Vice chair: Allan Edgar, Web Manager, Marketing and Public Relations

Richard Baker - IDS  
 Reagan Bridley – Student representative  
 Jim Coll – Alumni  
 Vince Fabra – Student representative  
 Wynde Fitts - Staff Council  
 Judy Isbell – Gulf Coast  
 Angela Kilcrease - Arts and Letters  
 Karen Lott, Office for Disability  
 Accommodation

Sharon Meyers – Foundation  
 Steven Moser – Arts and Letters  
 Kristi Motter- Recruitment  
 Bill Powell - Faculty Senate  
 Barbara Ross - Student Activities  
 Larry Morgan - iTech  
 Steven Turner – Libraries

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***Our Vision***

The University of Southern Mississippi will be a leading university in  
 engaging and empowering individuals to transform lives and communities.

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Agenda Item	Presenting	Time	Notes
1. Welcome!	Allan	2 minutes	
2. Overview	Allan	10 minutes	Redesign: 1. Admissions and Recruitment pages in production 2. Graduate Studies
3. OCS discussion	Homer Coffman	15 minutes	Oracle Collaborative Suite
4. Accessibility	Allan	15 minutes	Convocation video captioned, general discussion of 508 compliance
5. Next steps/ Next meeting: TBD	Allan	3 minutes	What are the agenda items for the next meeting/action? Other?

Minutes:

Steve Osheren (sp?) and Amy Young were at this meeting to fill in for Bill Powell. Because he is now Interim Associate Provost, he will no longer be able to serve on this committee.

Jennifer Rasberry from the Foundation was also a guest of Sharon Meyers.

Allan spoke about his recent projects. Admissions is complete and online. Graduate Studies redesign is now under way.

**Accessibility:**

Accessibility refers to the possibility for everyone, regardless of physical or technological readiness, such as people with disabilities, to access and use technology and information products.

Allan stressed that he wants to establish a University policy for accessibility on the web. Section 508 is federal law, and because we receive federal funds we must comply with 508. Furthermore, we should encourage web site developers to go even further.

Allan then showed the captioned Convocation video to the group. His team used IDS Caption software, developed by Rich Baker, to caption the video. [www.usm.edu/videos](http://www.usm.edu/videos)

Rich Baker from IDS showed a page on their web site that would help a web page owner determine what level of captioning they should provide for their audio or video. That page is at: [www.usm.edu/ids/accessforall/caption](http://www.usm.edu/ids/accessforall/caption)

Karen Lott, from Disability Accommodations, stressed that universal design should be a principle behind all of our web site designs.

PR, iTech, ODA and IDS agreed to have a meeting before the next committee to establish a policy and guidelines for the University regarding web sites.

**Web editing software:**

Allan said that Adobe Dreamweaver is currently the tool that most users use to modify their web sites. There is a difficulty, though, because there are different versions in support across the campus. The Learning Enhancement Center trains users on the latest version, CS3. PR distributes templates based on the version 8. iTech supports MX.

Allan said he spoke with our Adobe representative and the representative told him that the University should receive the deepest discount available, a level 3 discount, because the State of Mississippi negotiated that discount.

Lance has received a quote of \$118 for the individual Dreamweaver software. Allan mentioned that there are likely between 200-250 users at the University. Steve Osheren mentioned that because most users are in departments using MX and they don't have the funds to pay for the software. So the University should pay for it. Lance will speak at the next meeting about it.

**Browsers:**

Cross-browser compatibility is the issue, and maintaining support of them can be difficult. On our sites we claim to provide support for several browsers such as Mozilla, Firefox, IE, Opera, etc. However, we also claim to support Konqueror, Epiphany and AOL. The problem with the first 2 is that they're Linux browsers and iTech can't test them without additional hardware. Also, most IE

users use IE. We determined that users of those three browsers only represent a fraction of one percent of our website users, so we decided that we should no longer explicitly support those browsers.

Rich Baker motioned to remove support for the Konqueror, Epiphany and AOL browsers. It was seconded. The vote was unanimous in favor of removing support for those browsers.

Back to Accessibility:

Allan stated that PR will research creating a CSS stylesheet for mobile media and report at the next meeting.