Web Development Group 2/10/09
Present: Boyd, Cantrell, Dixon, Juhl, Lennertz Jetton, Morgan, Walker

Action items in yellow.

1. Minutes from 12/09/08 meeting
   huh?

2. Usability Survey
   Juhl reviewed items in place for the study:
   a. Juhl distributed the consent forms and final set of questions
   b. Lennertz Jetton reported that Camtasia had been installed at the CD-ROM / GIS station and
      that a folder had been created on Giovanni to store the files
   c. Boyd reported that the poster design was ready for the lobby and desk
   Lennertz Jetton, Boyd, Candido, Dixon, Walker, and Juhl volunteered to serve as members of survey
   teams. It was decided that Wednesday, Feb 18th from 11-2 would be a good time for the initial
   survey. Members will meet at 10:30 at the Old Reference Desk to review procedures and equipment.

   Before that time, Juhl will meet with Lennertz Jetton to learn more about the technical aspects of
   running Camtasia and the microphone; Juhl will also make up a signup sheet so that volunteers can
   be assigned timeslots.

3. Tutoring Info on the Web Page
   Juhl asked about how best to inform staff and users about QWC and ELC tutoring services in the
   library. It was decided that a local page with summary information needed to be created. (done -

4. CONTENTdm Upgrade and Fulbright Speech Collection
   Cantrell, Morgan, and Juhl reported on this project to upgrade the operating version of CONTENTdm
   and to add a new collection of 60+ speeches and images from the Fulbright collection. The test
   version is up and running at http://scipio.uark.edu:2008. Some of the issues that have been
   encountered are an error in searching the Civil Rights collection and the difficulty of unpicking the
   HTML on the CONTENTdm web pages.

5. Secure StaffWeb Site
   Cantrell, Morgan, and Juhl reported on this project to create a secure site for administering web
   functions. A separate site, only accessible from campus computers and via Windows authentication,
   has been created and is currently in testing. The next step is securing a secure certificate and
   domain name.

6. Course Reserves
   Juhl announced that a group of interested reserves parties would be meeting later on the 10th to
   discuss the course reserves submission form and policy pages. This area needs updating as the last
   major review was several ago.

Next meeting: Tuesday, February 24th at 11am in room 472B.

Respectfully submitted,
B. Juhl 16 oz.