

Report for the Administrative/Professional Staff Council

Computing Advisory Committee (CAC)

October 19, 2011

Tom Harbert and Don Laur

Since our last briefing by Patty Cosgrove on 6/20/2011, the AP council's representative, Don Laur has joined the committee replacing Patty. The committee met 3 times over the following agenda items:

- On July 26th, Jessica Mann from University Web Services explained to us how the SIU logo implementation will affect campus hosted websites. This implementation will eventually require the top 50 campus websites to be recreated through a yet-to-be-disclosed content management system (CMS). According to the minutes, Ms. Mann said the rollout of the CMS would come in August and that they would provide training. As of this report, University Web Services has not publicized this new system nor rolled out the training plans. However, the "new" campus and admissions websites represent the new template that will eventually be made obligatory for all SIU hosted sites. Janet Douglas is the project manager of this project.
- On August 25<sup>th</sup>, the CAC approved the addition of a representative from Information Systems and Applied Technologies based on the expertise they could bring to the committee. We also discussed the pending implementation of the CMS and noted no roll-out. As of today, University Web Services has not change the web standards policy but we highly suggest that no one renovate any old or create new web sites until University Web Standards rolls out the new CMS. I have suggested to the CAC president that we ask for an update from University Web Services.
- On October 4<sup>th</sup>, the CAC met briefly to finalize the roll-out of the website taking applications for the Information Technology Surcharge Proposal. Dan Stover has fully revamped and automated the submission process. The submission deadline was yesterday and the approval process should run its course prior to the December holiday break.

Tom Harbert

Attached: Meeting Minutes 7/26 & 8/25/2011

## Computing Advisory Committee Meeting 08/25/2011

**Attending:** Dan Stover (Chair), Tom Harbert, David Carlson, Garth Crosby, Tom Imboden from ISAT, Jim Nelson, Don Laur, Kemal Akkaya.

**Absent:** Tonny Oyana, Jason Phillips.

Meeting started at 3:30 PM.

Tom Imboden from ISAT was introduced. Tom then discussed the merits of including ISAT in the CAC. He indicated that IST and EST would be the two departments that would be most likely to be useful to the CAC. IST is one of the first programs offered completely online. Many contacts with big companies. Large military population comes to ISAT. It seems that there are a variety of reasons why ISAT should be included. It was also discussed that the Constitution indicates that the Chancellor, the Provost, and the VC for Admin and Finance should be consulted on this.

Tom was asked to step outside while everything was discussed. Several issues were discussed, including the issue that the CAC Constitution might be outdated. Issues regarding which constituencies are included were discussed. No one was opposed but there were issues that we discussed. We discussed some issues regarding security, Chet Langin (new security officer), and how that it would be good to have Tom involved when Chet gives a presentation at a later date. Dan discussed the concept of a Beowulf machine, which is a cluster of low-cost computers that can function as a parallel processing machine and can use all its combined processing power and storage and how the ISAT department might be a good place for this to be built using cast-off computers from on campus. A motion was made by Tom Harbert to include ISAT and was seconded by Garth Crosby. The vote was unanimous to include ISAT. Dan indicated that he would follow up with the Chancellor, the Provost, and the VC for Admin. and Finance to get their opinions on this.

Dan indicated that he had discussed with John Nicklow the concept that the CAC should be involved in the front-end analysis of information technology projects. John stated that he would leave this up to the new Chief Information Officer (CIO). Dan indicated that he brought up the issue of maybe having the CIO being a voting member of the CAC, indicating that having the CIO be a voting member of the CAC might develop a sense of belonging and ownership and possibly allow the CIO to become more comfortable with advice coming with the CAC. An issue that was brought up was that, when we only give advice after

the project is in motion, then our advice does not really mean much. It was stated that currently we are more reporting and investigative than an actual advising committee.

Dan had indicated in a previous email that he would entertain others who would like to be chairman. It was decided that Dan would stay on as committee chairman.

Dan welcomed both Don Laur and Jim Nelson as new members of the CAC. Don mentioned that there is a Social Media Working Group that was previously formed during his previous tenure on the CAC. Dan asked if the group was consulting with Lippmann-Hearns (branding/marketing consulting agency) in regard to the social media stance of SIU. Don mentioned that possibly Tamara Cook might be involved with them. A discussion developed about the new marketing/branding strategy and the new Content Management System (CMS). Dan discussed the benefits of the new Cascade CMS, which was to make easier the inclusion of fresh content and to standardize the interface. Dan discussed the previous method of using a lot of code at the beginning of each web page (at least at the Budget Office) to implement the look and feel. Dan discussed how he changed things to be updateable look and feel in about 15 minutes and indicated that the CMS would have similar capabilities.

Meeting adjourned at 4:30 PM.

#### **Computing Advisory Committee Meeting 07/26/2011**

**Attending:** Dan Stover (Chair), Patty Cosgrove, Tom Harbert, Jessica Mann from University Web Services, Jason Phillips, Cassie Wagner from Library Affairs.

**Absent:** David Carlson, Garth Crosby, Janet Douglas, Tonny Oyana.

Meeting started at 3:00 PM.

Jessica Mann was introduced. She discussed the upcoming web standards and the Cascade Content Management System (CMS) that will be implemented soon. Jessica's department is just now developing SIU and Admissions web sites. First week of August will be the launch of the new logo and direction. Logo and lettermark are different.

All who use the CMS will automatically conform to new standards. There are not templates yet. Dreamweaver, Wordpress and Joomla sites will have templates provided. CMS will publish to your own server. Everyone can keep their own content but will need to use CMS if possible. You can use your own code but you might need to clean it up.

Not sure if all sites will need to be rewritten. Internal pages are a lesser priority than external ones. Top 50 web sites will be first to be updated to the CMS. Library Affairs is a very specialized site and will be a problem to convert. Cassie from Library Affairs indicated that this would probably be an issue. Jessica said that maybe they will not be compelled to convert.

Financial Aid was identified as one that will take a long time to process, considering it has a backend that is somewhat complex. Top sites will be posted on the Interactive web site.

CMS is similar to templates with Wordpress and Joomla. You can see your sites, your folder structure, and you will see your web sites. You can then use "Edit" and you can put your code in the body of the CMS for dynamic content.

IT Team runs the servers in virtual mode. A question was asked about security. Jessica said that they are really concerned about security and have it pretty locked down.

Janet Douglas is the project manager of this project so she can be contacted if you have issues.

Dan indicated that he would be interested in being a beta tester. Jessica indicated that they are interested in beta testers and would let us know when this is needed.

The standard format will have header navigation with standardized tabs and drop down menus at the top, with your navigation on the side. You can look at Lipman-Hearns website for examples.

SIU, SIUC, and Admissions web sites are included in launch.

The plan is for a 12 month turnaround for converting the top 50 sites. Dan asked if this was a suggestion or a mandate. Jessica indicated that this is not a suggestion.

We discussed issues relating to people developing web sites and then leaving. Hopefully the CMS will make things easier to update.

Dan said that he thought this was a good thing, indicating that there are many web sites that have needs for regular updates and for standardization.

You will have to copy and paste code into the CMS. You will not be able to point the body of CMS to a web page.

System does check links and makes sure that accessibility issues are correct.

Dan summarized by saying that this is basically a framework that has the look and feel that the consultants have provided to us. Jessica is not sure when the standard templates will become available.

Dan stated that the easier you make it, the better it will be accepted.

“Bacon strip” was talked about, which was a somewhat dated way of setting up a set of navigation links.

Does it work with all browsers? Jessica indicated that she did have to fix it for all browsers.

The CMS does not currently display very well with mobile devices such as smartphones. The display is similar to any other web program but is not optimized for smartphones.

The SIU mobile app (map app) now is unfunded. The app (which some commented was pretty cool) was outsourced through Blackboard and now is unfunded since Blackboard is now being phased out. This was a yearly subscription and is not funded currently.

New Desire2 Learn Learning Management System does have a mobile app but it will be a while before this will be in place ( if ever).

Jessica will send out an email (since distributed) of all information and links associated with this project.

Dan and Cassie from Library Affairs have indicated they would be willing to beta test.

In regard to the web site capability that is provided by the University through University Web Services, Dan indicated that he had tried both external and internal web sites and found the internal ones comparable to the external web hosts.

Jessica left.

The inclusion of Information Systems and Applied Technologies (ISAT) into the CAC was discussed. Patty said that she and Randy Greer met with ISAT chair Steven Shih a long time ago and said that ISAT should be included. Provost Rice said no. Dan asked if we had to ask somebody. At the moment, it appeared that no one needed to be consulted (since then it was determined that the CAC Constitution indicates that several high-level administrators would need to be consulted for a change to the Constitution). Tom wondered if ISAT was covered under another constituency. Dan said that he felt that they should be considered because of their technical bent and potential for ideas.

Patty suggested that we look at the makeup of the CAC Constitution. This will possibly be taken up at another meeting.

Meeting adjourned at 4:30 PM.