

MINUTES
College Senate Meeting
Friday, September 21, 2007

Attendees: Tracy Cersley, Lynn Seuffert, Ed Kingston, Kris Swanson, Tara Atkins-Brady, Bill Hurd, Kay Bethea, Mahmood Moghimzadeh, David Duvall-Early, Mark S. Fitzgerald, Linda Cahill, Martha McKenna, Jacob Neal, Dan Boyle, Crystal Newell

Tracy Cersley greeted everyone to the first meeting of the semester and called the meeting to order at 2:30 p.m.

The April minutes were approved unanimously.

Senate Chair and Secretary 2007/08

Tracy Cersley accepted another year of service as the Senate Chair. Crystal Newell was elected secretary.

PVCC Web Site Policy

Anita Showers addressed the Senate's web site policy questions previously given to her by Tracy. Specifically:

- 1.) Will there be retired staff web pages in addition to retired faculty?
No, only retired faculty will be included in the web directory because students may wish to contact them for letters of recommendation, etc. By only having retired faculty and not retired staff in the directory, PVCC will eliminate unnecessary web pages.
- 2.) Are people who teach Workforce Services classes included in the faculty directory?
Yes, each faculty and staff member, including adjuncts, is included in the directory.
- 3.) How will web users get to each individual faculty member's webpage?
Each directory page will have a link to the faculty member's individual webpage. There was discussion of having a link from PeopleSoft's class offerings to the instructor's website but the consensus was this is logistically impossible and not likely considering PeopleSoft is governed by the VCCS. The division pages of the website have not been developed yet. Additional discussion occurred as to how students can currently and possibly in the future obtain copies of syllabi if they are interested in a class.
- 4.) Anita needed clarity on two questions: Are sub-web pages covered by the policy, i.e. do they share the same format, menu bar, template, etc.? Ex. www.pvcc.edu/etr AND How is Blackboard involved, when linked to the webpage (again a sub-webpage)? Anita said she would take this question back to the task force to obtain an answer.
- 5.) Student Organizations should continue to post information as usual until the completion of the new website. Under the new design, there will be a template for all student clubs thereby making it consistent across the college. Every club will have access to post photos, descriptions, officers, etc.
- 6.) Once the new website design is in place, every section/page will have an owner identified and content will be updated and approved via a content management system designed by Scott Huston. He will also be the primary person responsible for training everyone in the use of the management system. Currently, there is no standard in place for updating the information available on the website. Although the policy does not specifically mention the training of and procedures for content management, these will be addressed.
- 7.) It was mentioned that a balance between control and freedom must be obtained when updating information on the website.

- 8.) The SGA wanted to link their webpage to the current site. They also asked if an email distribution list of the clubs could be established. Anita said she would pass this on to Simeon.
- 9.) The goal was to have the website completed by this fall but due to the intense labor involved, the projected completion date is January 2008. A presentation of the website will occur before its official roll-out date.

The Senate's role in the approval web site policy required clarification. The Senate is a part of the approval process. A motion to table the policy until Anita talks further with the task force was approved.

Computer Replacement Policy

There was concern over how realistic the hardware requirements are considering the upgrade to Vista. Also, there is no mention of staff under Section I. Planned Yearly Replacement, minimal PC hardware configuration and the policy states FY06. Tracy Cersley will send the policy back to the committee for clarification and updating.

Committee Reports

Administrative Services

No report

C&I

Approved program review in Liberal Arts

Information Technology

No report

Personnel and Benefits

No report

Planning and Budgeting

They are currently working on the next strategic plan and institutional priorities and are making good progress.

Student Services

No report

SGA

Held their 1st meeting last Friday. Currently, they are focused on marketing what they do and gaining visibility within the college. Also, they need to have their website reviewed before being posted.

The meeting was adjourned at 3:40 p.m.

Submitted by,
Crystal Newell