<table>
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<th>Agenda topics</th>
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<td>Karen</td>
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<td>Review of Previous Minutes</td>
<td>Karen</td>
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<td>Content Management List Distribution</td>
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<td>Web Advisory Manual</td>
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<td>Website Revision - Suggestion / Recommendation Document</td>
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<td>Next Meeting</td>
<td>Karen</td>
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**Welcome New Members**

Discussion:
Debbie Bowen, Graphic Designer in Marketing and Lany Gann, SGA Representative were official welcomed as new addition to the Web Advisor Committee. Both persons will bring much talent and insight to the team.

Conclusions:

<table>
<thead>
<tr>
<th>Action items: Get all contact information from Lany G.</th>
<th>Person responsible: kw</th>
<th>Deadline: N/A</th>
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**Review of Previous Minutes**

Discussion:
Reviewed previous minutes. No adjustments made.

Conclusions:

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<tr>
<th>Action items:</th>
<th>Person responsible:</th>
<th>Deadline:</th>
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**Content Management List Distribution**

Discussion:
The content manager’s list was created and given to all Web Advisor Committee Member. Our next step is to distribute the list to Content Owners to ensure we have appointed the right Content Manager. Content Owners are those responsible for approving all content to be placed on the website. Content Managers are those responsible for proofing, formatting and submitting all website updates to the Help Desk Tool. Once the proper content manager tool is implemented, they will also be responsible for updating their own website.

Conclusions:

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<tr>
<th>Action items:</th>
<th>Person responsible:</th>
<th>Deadline:</th>
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Web Advisory Manual

Discussion:
A Web Advisory Manual was given to each committee member. This manual will contain all meeting minutes, content managers list, website suggestions and other website process and procedures. The committee was given the responsibility of maintaining their own copy allowing whomever to review for information but not to be taken from their area. There was clarification as to where the student (Lany Gann) should keep their copy. Everyone was in agreement that the student copy will stay in John Erickson or Benjy Humphries’s office. Copies of committee minutes will be emailed to each committee member to be placed in their Web Advisory Committee Manual.

Conclusions:

Action items: Person responsible: Deadline:

Website Revision - Suggestion / Recommendation

Discussion:
The committee discussed the various recommendations and suggestions from Student Services regarding the GC website. (“Gaston College Website Review – Comments and Suggestions”).

- Item 2 – Committee agreed upon the statement. The new homepage has eliminated most scrolling already and the committee is pleased with the look as it is at this time.
- Item 3 - Committee agreed upon the statement. The new homepage has broader categories.
- Item 5 – Committee liked the current flash. One suggestion was made to stop the flash when scrolled over so dates could be read or make the flash pages to click on. This idea was agreed upon and Karen will look into the possibilities of making the flash more user friendly.
- Item 6 – Committee discussed the “Faculty and Staff” link. Ideas such as scroll over with students and staff only.
- Karen will forward document addressing the remaining recommendations to Student Services (Dr. Husain)

Conclusions:

Action items: Person responsible: Deadline:
Upcoming Impactful Projects

Discussion:
Karen informed the committee of the upcoming Intelli Response Project, lead by Ernie in Student Services, which will incorporate an “Ask…” tool on the website that will provide direct answers to specific questions.

Conclusions:

Action items:  
Person responsible:  
Deadline:

Next Meeting

Discussion:
Next meeting will be held on April 2, 2009 at 10:00am

Conclusions:

Action items:  
Person responsible:  
Deadline: