

## **Web Liaison Meeting Agenda**

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Thursday August 21, 2008

Penn Hall Lyceum

10:00 – 11:00

### **Update on Associate Director Position**

Paul Fairbanks will start on Sept. 8<sup>th</sup> as the Associate Director of Web Communications. Anukul is back from his internship at dotMarketing in Miami and will work with Paul again this semester. Paul will send info regarding the help session day/time.

### **Changes to the Flash Profiles on the Homepage**

There are 9 profiles on the homepage and these are updated 4 times each year. It is time consuming to produce flash profiles because of story writing, photography, etc. Paul showcased the new profile format (larger picture, auto slideshow). New profile format will be in place in the next week or 2.

### **Update on news@gettysburg**

News Center is in final development. Features include email capability, share to social networking sites, tag clouds, ability to comment. PR will have the ability to populate news areas of department pages – the 3<sup>rd</sup> column; not the 'Career Development News' on left menu.

### **Forms Gallery Demonstration and Feedback**

In order to create a Form Gallery, all campus forms should be in one place on the CMS. Forms could be in a variety of formats. The Form Gallery would be linked to internal audience pages initially. Additional 'word search' feature was suggested. Policies is another area to consider adding to this type of structure.

### **Training session – reordering left hand navigation**