

Gettysburg College

Web Liaison Meeting Notes

July 10, 2007

Update

- **CMS Upgrade:** CMS upgrade completed. Has gone through testing. Paul is happy with the results. Speed is better. Web liaisons should let Paul know if there are issues. Optimization on the back end should help with speed. Ordering of file folders is now alphabetical. Tip: double click to open folders.
- **Staff Listing:** All requested staff listings have been updated. Let Paul know if there are additions. Unique situations (those not in PeopleSoft) are in progress. Listings are currently in alphabetical order; some offices would like Director, Chair first. Paul is looking at how to resolve this concern. Question about how course listings are obtained. Anakul will work with Mark Albert and Eric Markle to develop a free form list from CNAV profile tool. This option will give people more choice in what shows on the web.
- **Form Builder Tool:** Feedback is very positive about how the tool. Send a request to webhelp@gettysburg.edu and you can access this tool. Training will be provided.
- **Google Analytics:** We have the ability to view web hits and users within a specific folder. Each department can request access to the tool. It shows the number of hits, page views, unique visitors, bounce rate, internal/external traffic, etc. Request access through webhelp@gettysburg.edu.
- **E-communications Tool and Policy:** The policy was distributed. E-communications tool has a newsletter and email feature. Can be used to chunk out electronic messages (reduces being tagged as spam), track users who have/have not opened messages. Departments interested in using this feature will have access and training as available.

Training Sessions

- **Call for Volunteers!:** Paul seeks volunteers to present on topics during this coming year. A suggestion form is available on Paul's site.

Skills Survey

- **Training** sessions will be available to all web liaisons during September. Topics will be determined by the results of the survey that web liaisons completed in May. New web liaisons are encouraged to participate. Another training will be offered during January. Training podcasts are available.

Next meeting: August 8, 2007 at 10am in the Lyceum.