Content Management System Task Force
May 23, 2006

Present: Janice, Felicity, Anselm, Rhonda (recorder)
Absent: Ernest
Guest: Jim Cogswell

Discussed the need for this task force. There is some confusion caused by the overlap between the CMSTF and WAG and the questions about which group should be involved with the Cascade pilot project.

Jim will think about reconstituting the CMSTF into a fourth subgroup of WAG to focus on the Cascade pilot and make a recommendation on whether Cascade can fill the Libraries' needs. Upon completion of the pilot, Jim will decide if the CMSTF needs to be charged with identifying other CMS options.

Jim will contact the three WAG chairs about this. He will see if the three chairs can meet with CMSTF and himself at one of the scheduled CMSTF meetings in the next few weeks. He will email all of us.

Jim will contact Lori Croy to gather more information about the pilot, including:
- training issues (informational vs. operational), training dates and the number of staff who can participate in training; Jim feels that all five members of CMSTF should be trained along with other library staff (e.g., LTS, HSL, etc.);
- reminding her that this is an evaluative process for the Libraries; any pages we put up as part of the pilot may not stay up;
- ask what we need to do to prepare for the trial.

Action Items:
- Anselm will send out the features list he began compiling. All will review and add, as needed, to the features list.
- Rhonda will photocopy and deliver to task force members the "Preparing to Use the Cascade Server CMS" packet that Judy got at a campus meeting this week. [Note: Rhonda mailed or hand-delivered all copies immediately after the meeting.]
- Rhonda will check calendars for CMSTF members and WAG chairs for possible meeting times.
- Rhonda will contact University of Illinois at Urbana-Champaign and the Hannon Hill academic customers to see if the libraries are utilizing their campus CMS selections.
- All members should be thinking about what we should do for this pilot project. Given that Lori Croy mentioned that Cascade training would occur in early June, we may not have much time to make a decision. One suggestion was to focus on a subset that would involve different libraries and provide opportunities to incorporate different things (e.g., focus on sciences so that it could involve Ellis, HSL and Engineering, includes creating database pages, subject guides and course sourcepacks and integrating services information).