

MU Libraries' Content Management System Task Force

Minutes – 27 June, 2006 9:00-10:00

Task Force members present: Felicity Dykas, Janice Dysart, Anselm Huelsbergen, PT Martin, Ernest Shaw, Michael Spears, Rhonda Whithaus

Task Force members absent: none

Others present: none

- Update and comments about Cascade Server training (6-20) attended by Felicity, Janice, PT, Ernest, Michael, and Rhonda
 - training should be sufficient to allow us to use Cascade Server for the purposes of the pilot
 - according to trainer, Cascade Server might be able to function as a database for a limited number of records (5000?) – unclear if this comment was in regards to a relational database, however
 - no manuals or the like provided at the training session and email to trainer has not yet received a response [Anselm will check with Lori Croy (Web Communications) about what is available for use by the pilot teams]
 - The Task Force is to evaluate the pilot upon its completion and report its findings to the Director of Libraries
 - The Task Force will then return to its original charge:
 - evaluate other CMS that may better meet the needs of the Libraries
 - make a recommendation on a suitable CMS to the Director of Libraries
- Discuss how best to approach the tasks outlined in the Cascade Server pilot proposal submitted to Lori Croy (subject guides; database lists; hours and staff directory; calendar)
 - in light of the amount of work these four areas will require, the task force will focus only one subject guides and database lists
 - one group will work on subject guides (Janice, PT, Anselm); another on database lists (Felicity, Rhonda, Ernest, Michael)
 - a partial database list will be implemented in Cascade in two ways:
 - by incorporating the current pages with their external database/scripting (i.e., Cascade “wraps” calls to the database backend into html, cfm, asp, etc.
 - by incorporating the data from the ‘database’ database directly into Cascade Server

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- the groups will begin to evaluate content for their pages, including unique and reusable content and navigation specific to the pages' functions
- overall page design (specifically headers, footers, and main navigation) will be taken from the current redesign of the MU Libraries website by the Web Advisory Group [Anselm will obtain basic design elements from the Design and Content sub-groups of WAG]
- Discussion meeting schedule:
 - this topic was touched on only briefly
 - no meeting scheduled for next week at this point [Anselm will try to find a suitable time]
 - if no suitable time is found, the next meeting will be 11 July, 2006

submitted: A. Huelsbergen 6-27-2006