Web Policy Committee Meeting Minutes
January 23, 2013

Present: Henry Borysewicz, Tera Buckley, Chris Carper, Saurabh Chimote, Nathan Clough, Kari Gagner, David Haberman, Jason Jenkins, Peter Johnson, Diane Lundeen, Jim Mochoruk, Margaret Myers, Jan Orvik, Kelicia Samuelson, Michelle Rakoczy, Jerry Rostad, Michael Sadler, Jessica Sobolik, Lori Swinney, Susan Walton

Absent: Steven Light

Peter Johnson welcomed committee members.

Tera Buckley presented an update on progress since the last meeting and noted progress updates are provided on the Web Policy Support site at UND.edu/web-support/policy.cfm. Committee members were encouraged to visit the site and review the policy impact statement approved by the President’s cabinet, existing North Dakota University System Web policies and the document containing examples of Web policies from other universities.

Tera Buckley presented the range of sites/issues that need be in addressed in the Web policy.

Margaret Myers provided an update on how UND defines affiliated groups and individuals. The affiliate must be sponsored by a vice president.

Tera Buckley provided a handout of sample language that was derived from analyzing Web policies at other universities. The sample language is intended to be a working document and a place to start discussions on how UND will craft its own policy.

Committee members provided feedback including:

- Henry Borysewicz noted the “must be” language in the policy statement was too all-encompassing. Tera Buckley said the policy will leave opportunities for exceptions/exemptions. There will likely be different levels of requirements depending on the classification of each site.
- Chris Caper asked about the archival process for Web content. Nathan Clough indicated OU keeps all previously published versions of Web pages. Previous versions of images, documents, or similar files are not retained. Before the University moved to OU, a copy of the site, including documents, was made.
- Margaret Myers asked if North Dakota’s open record laws present any challenges. Peter Johnson said since Web content is public, he didn’t think it did.
- Lori Swinney and Michelle Rakoczy wondered how special applications like CollegiateLink and Digital Measures would be addressed in the policy.
- Jim Mochoruk asked if we needed to address external links. Tera Buckley said the pending brand identity guidelines indicate that external links need to be noted as such. Kelicia Samuelson said
previous OU templates automatically noted an external link with an arrow and the style sheet could easily be updated to make that accommodation.

- Michelle Rakoczy said the policy should address conferences hosted at UND.

**Action Items**

- Committee members are asked to review the sample language document and provide feedback to Tera Buckley at tera.buckley@und.edu by February 6, 2013.
- Tera Buckley will revise the sample language document and schedule a follow-up meeting.