Web Policy Committee Meeting Minutes  
February 25, 2013

Present: Henry Borysewicz, Tera Buckley, Chris Carper, Saurabh Chimote, Nathan Clough, Kari Gagner, David Haberman, Steven Light, Diane Lundeen, Jim Mochoruk, Margaret Myers, Jan Orvik, Jen Rogers, Michelle Rakoczy, Michael Sadler, Jessica Sobolik

Absent: Jason Jenkins, Peter Johnson, Kelicia Samuelson, Jerry Rostad, Lori Swinney, Susan Walton

Jen Rogers and Tera Buckley discussed the policy format. Jen said UND modeled its policy format off Cornell University. A standard format provides consistency across all UND policies and ensures all items of interest are addressed.

Jen Rogers and Tera Buckley discussed “must” language, as it was a common concern for several reviewers. Must language will be used in the Web policy because it is an enforceable term.

Tera Buckley provided a recommendation from Jason Jenkins that state and federal laws be referenced generically throughout the policy. Jason suggested this because we risk omitting some, so any appearance of being inclusive can work against us from a policy standpoint. Also, the policy would need to be continually revised as legislation changes.

Tera Buckley said NDUS responsibilities are being addressed this week by Susan Walton and Josh Riedy. The responsibilities section of the Web policy will be revised following the meeting.

Tera Buckley showed the committee the four template options for sites in OmniUpdate:

1. Non Academic
2. Academic
3. Organization
4. Wrap (This template provides the greatest design flexibility but is to be used sparingly. The Dakota Student and Spirit sites use the wrap.)

Tera Buckley requested committee members give special consideration to the Web hosting table and the definitions associated with it.

The timeline for approval was presented as follows:

1. **February 25:** Draft policy provided to the Web Policy Committee.
2. **March 4:** Web Policy Committee comments are due to Tera.
3. **March 11:** A revised policy is due to Susan and Peter for review.
4. **March 18:** Jen sends policy to the University Policy Advisory Group.
5. **March 25:** The University Policy Advisory Group meets. If approved, the policy will be posted online for a two week campus-wide comment period.
6. **April 8/15:** Public comment period closes. If major revisions are not required, the policy will be sent to the President’s Cabinet for approval.
The draft Web policy was provided to committee members. Discussion included:

- Jessica Sobolik was concerned about stating Blackboard as a platform for class websites. Other platforms like SharePoint could be an alternative.
- Michelle Rakoczy had concerns about the definition of special applications/databases. She will suggest revised language in her comments.
- Margaret Myers will provide the committee with a UND affiliate survey that may help us better define the gray areas of the policy.
- Jim Mochoruk said we were missing student representation on the Web Policy Committee. Tera Buckley will reach out to the student body president and Student Involvement for input.
- Steve Light would like us to develop a plan for submitting and facilitating exceptions to the policy.

**Action Items**

- Committee members are asked to review the draft Web policy and provide feedback to Tera Buckley at tera.buckley@und.edu by March 4, 2013.