

## **CAS Website Committee Report December 2010**

### **Committee Members:**

Jennifer Draper (CAS) - Chair

Milena Hurtado (WLC)	Philip Boland (COMM)	Hideki Morooka (SOCL)
Steve Gill (PSYC)	Han (C&P)	Han Lheem(G&H)
Jonathon Chestnut (PFA)	Alison VanNyhuis (ENGL)	Stephanie Pacquette (CRJC)
Mingxian Jin (M&CS)	Robert Grier (BIOL)	Oliver Johnson (SWRK)

- The Website committee has not met face to face for the Fall 2010 semester. Committee members were encouraged to review their websites for accuracy and consistency.
  
- Fall 2010 deadline for syllabus submission was September 17, 2010 per Dr. Jon Young.
  
- New webmasters are provided training by appointment with Suzanne Hesseltine in Information Technology & Telecommunications Services.
  
- Blackboard Site entitled CAS Website Committee has been created. Resources including instructions, timelines, reports, SACS requirements, and tips for each department's webmaster.
- A checklist is posted on requirements for each webmaster to review and document each of their department's information.
  
- CAS Website Calendar has been established to highlight the achievements/accomplishments for faculty and students. This timeline will also serve as a record for data collection purposes. Webmasters are encouraged to forward any announcements from their department for the CAS calendar.
  
- A Spring 2011 committee meeting will be scheduled during the month of January for all members. Topics that will be discussed will include Spring syllabus, new faculty/staff members, and faculty office hours.