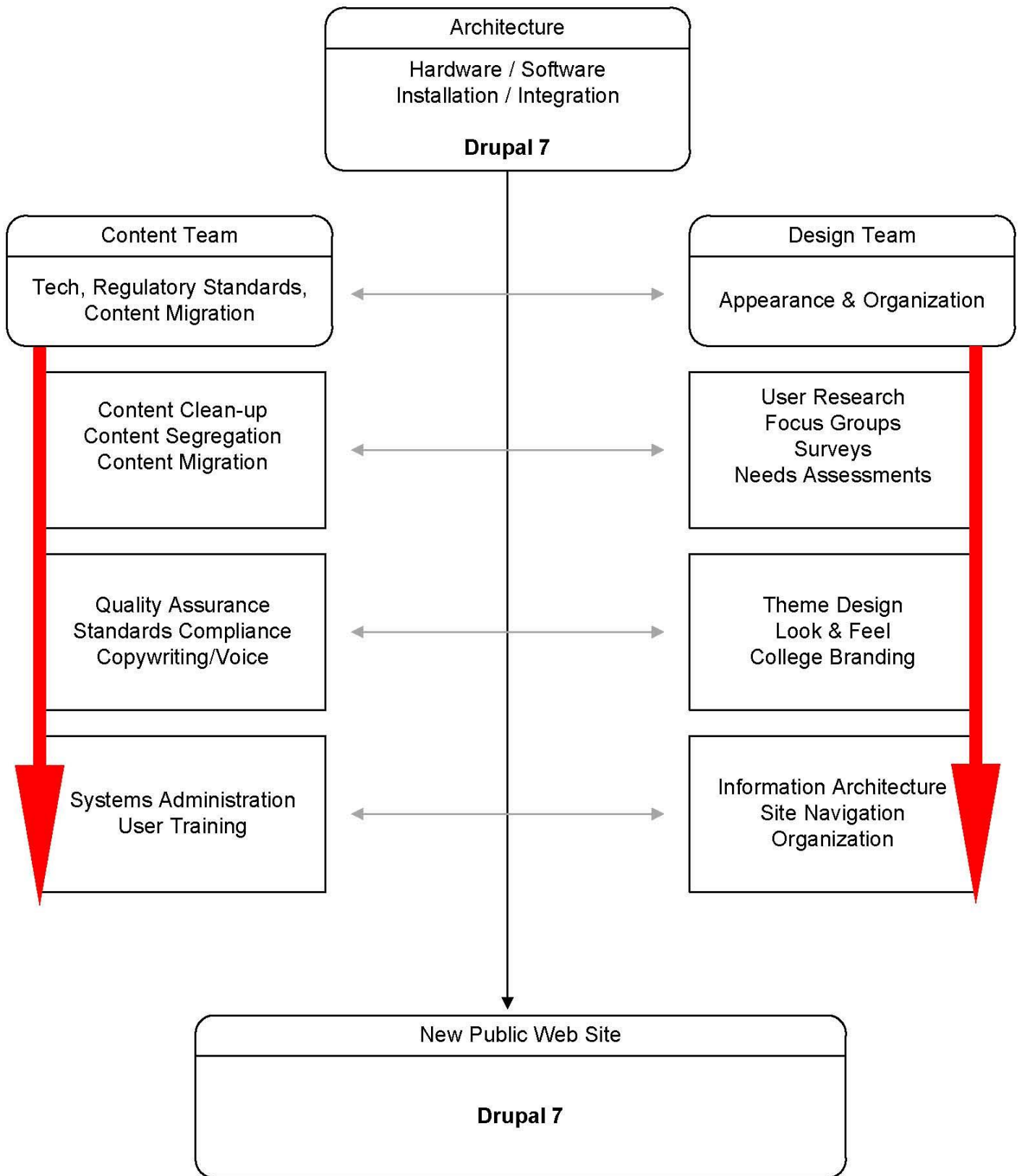


COLLEGE COUNCIL MINUTES
October 27, 2011 Boardroom 2:00 – 4:00

Item	Notes
Present:	Rodger Gambling, Craig Taylor, Dennis Gilbert , Bob Baldwin, Susan Carklin, Mario Parker-Milligan
Absent:	Stacey Kiser, Mary Spilde, Sonya Christian, Barbara Delansky, Corinne Mooney, Greg Morgan
Agenda review	No changes
Approval of prior Minutes	Minutes of October 13 meeting were approved
Web Page activity	<p>Presented by Brad Hinson</p> <p>Brad gave an overview of the web site update process including (detail information on attached documents):</p> <ul style="list-style-type: none"> Planning beginning in 2009 Revitalize the college online identity Upgrade & modernize (web2.0) Open source Multi-author and multi departmental publishing across large organizations The web browser will be the web editor Drupal a new software that will replace Contribute <p>Outline of the process</p> <p>Questions and Answers:</p> <p>What are the editing rights and what will be the decision process? Editing will continue being part of the department, we are only the utilitarian arm we have no control on that.</p> <p>Budget, how much money the college is spending on this? The budget of the whole process is covered by workload; no extra budget has been allocated at this time</p> <p>What is the process to decide which employees are part of the team? The nominating process was pretty casual; I asked managers who in your department wants to participate.</p> <p>Member requested for reports after each face of the process (i.e. Open survey in November; design showcase in February; teams complete in April; launch in August 2012)</p>

<p>Data Framework Update</p>	<p>Presented by Craig Taylor</p> <p>Craig explained that the main goal in this regard is to move the college to a place where more data regarding students progression and completion. However there is no single project, there are several current projects guiding us to that.</p> <p>We have: the Standards Team, the Accreditation Team, the Achieving the Dream team, an all of them are working on the student's success.</p> <p>The cool think is that there is a national data base with resources and tools, and Lane will its available around April.</p> <p>A side subset of the Achieving the Dream are the data coaches. They design and lunch a couple of projects, one of them is the data coaches idea, this helps us to build our data and understandings of what happens to our students and what are we going to do about it.</p> <p>A member commented that we have enough data and the efforts for solutions, but we don't do it. So when is going to be enough, however I'm all for it.</p>
<p>Budget Development Sub-committee update</p>	<p>There was no presentation, Chair of the council opened a casual conversation, he expressed that in the only meeting they have had so far, the discussion was around the levers type approach, however that takes the discussion directly to tuition as the only solution, instead of looking other possible things that can be done. For instance: There should be a change on how we handle indirect costs currently. One example is the presentation we just heard regarding the IT pilot project, there should be a budget for it, identification of what resources have been allocated, because staff time is not free. -Encourage students to take classes during off hours, which will help load some empty classes. Analyze our costs vs. UofO since they are our competitors. Review how we structure fees for on-line classes. Operations to enhance our revenues</p> <p>Other members added that the levers approach is fundamentally flawed; it does not strategically engage in the measure, is just reacting to the next crisis. It does not engage the fully intelligence of the people at this campus, that is why is necessary to reinstate the financial council. Student representative expressed that will love to have the finance council reinstated. A total of 4 members were in favor of reinstating the Financial Council.</p>
<p>Council Charter Review</p>	<p>Review of Council Charters for errors and changes needed. Action after consultation with other Councils.</p> <p>Comments: We have on the facilities council an issue on the representation charter. Charter's modifications are a college council role to make sure that there is no gaps in the councils. Which policies is facilities council responsible? Trouble understanding the purpose of the council, what planning means?</p>

<p>CC Work Plan</p>	<p>Begin discussion of major objectives for CC in 2011/12. Conclude this item next meeting.</p> <p>Members decided on Dec 1st 3-5 pm as the date for the Councils orientation. Purpose of the meeting is to create a sense of a system rather than a disaggregated groups working on their own. Also an opportunity to bring issues that the councils might need support.</p> <p>A suggestion was to add financial council discussions to the work plan</p>
<p>Reports:</p>	<p>ASLCC Completed state wide student survey over 2000 students. Results will help prioritize the educational issues in colleges and universities. Also will analyze the issues that need work during the next two years. This week they will be sending postcards asking for solutions on deficit.</p> <p>MSC Haven't had meetings</p> <p>ET Haven't had meetings</p> <p>LCCEA Representative absent</p> <p>FACULTY COUNCIL Representative reminded that there is a vacant places for representatives of ASLCC, and Classified group. Reported that last faculty had a forum and they come up with a proposal for a set of principles that guide advocacy, the first meeting to continue this work will start tomorrow.</p> <p>LCCEF Rosa López is the new Learning Council representative, other than that everyone is status quo.</p>





15,799 pages were viewed a total of 916,438 times

Content Performance

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit	\$ Index
/	340,867	219,563	00:03:19	51.69%	44.09%	\$0.00
/schedule/classes1220.htm	65,042	22,442	00:02:42	43.50%	19.97%	\$0.00
/schedule/fall.html	60,548	37,698	00:01:23	21.20%	13.04%	\$0.00
/collegcatalog/	17,019	10,212	00:00:59	24.62%	13.09%	\$0.00
/schedule/	15,809	10,515	00:00:30	9.97%	7.29%	\$0.00
/testing/placementtest.htm	13,318	8,010	00:02:36	45.96%	27.69%	\$0.00
/calendars/academic.html	11,884	10,719	00:03:07	68.41%	50.83%	\$0.00
/counseling/stepstoenroll.html	11,556	8,024	00:00:51	17.38%	7.54%	\$0.00
/explanestaff/	9,745	7,784	00:07:12	56.08%	52.20%	\$0.00
/es/students.html	9,348	6,133	00:01:05	31.39%	8.30%	\$0.00
/collegcatalog/careertech.html	8,317	4,141	00:02:18	46.74%	22.22%	\$0.00
/es/admissions.html	8,243	4,755	00:02:39	37.17%	21.86%	\$0.00
/schedule/community/classes1220.htm	7,507	2,817	00:01:38	26.77%	17.52%	\$0.00
/library/	6,511	4,495	00:02:37	53.00%	43.85%	\$0.00
/counseling/soar.html	6,128	4,071	00:03:05	51.18%	34.35%	\$0.00
/es/registration.html	5,500	3,820	00:01:36	39.31%	15.47%	\$0.00
/collegcatalog/degrees.html	5,304	2,953	00:01:31	37.86%	15.20%	\$0.00
/schedule/classsearchf11.htm	5,212	1,915	00:02:16	25.33%	17.11%	\$0.00
/calendars/registration.html	4,860	4,313	00:03:20	58.87%	43.93%	\$0.00
/es/costspymnts.html	4,626	3,200	00:01:11	33.66%	14.83%	\$0.00
/math/reviewsheets.html	4,545	2,644	00:03:36	55.28%	34.54%	\$0.00

/finaid/	4,101	3,306	00:01:02	31.61%	15.41%	\$0.00
/lccdepts.htm	3,856	2,882	00:01:03	22.93%	11.96%	\$0.00
/ces/	3,754	2,597	00:02:43	29.49%	30.29%	\$0.00
/sf/info.htm	3,694	3,181	00:03:03	58.50%	45.78%	\$0.00

1 - 25 of 15,799



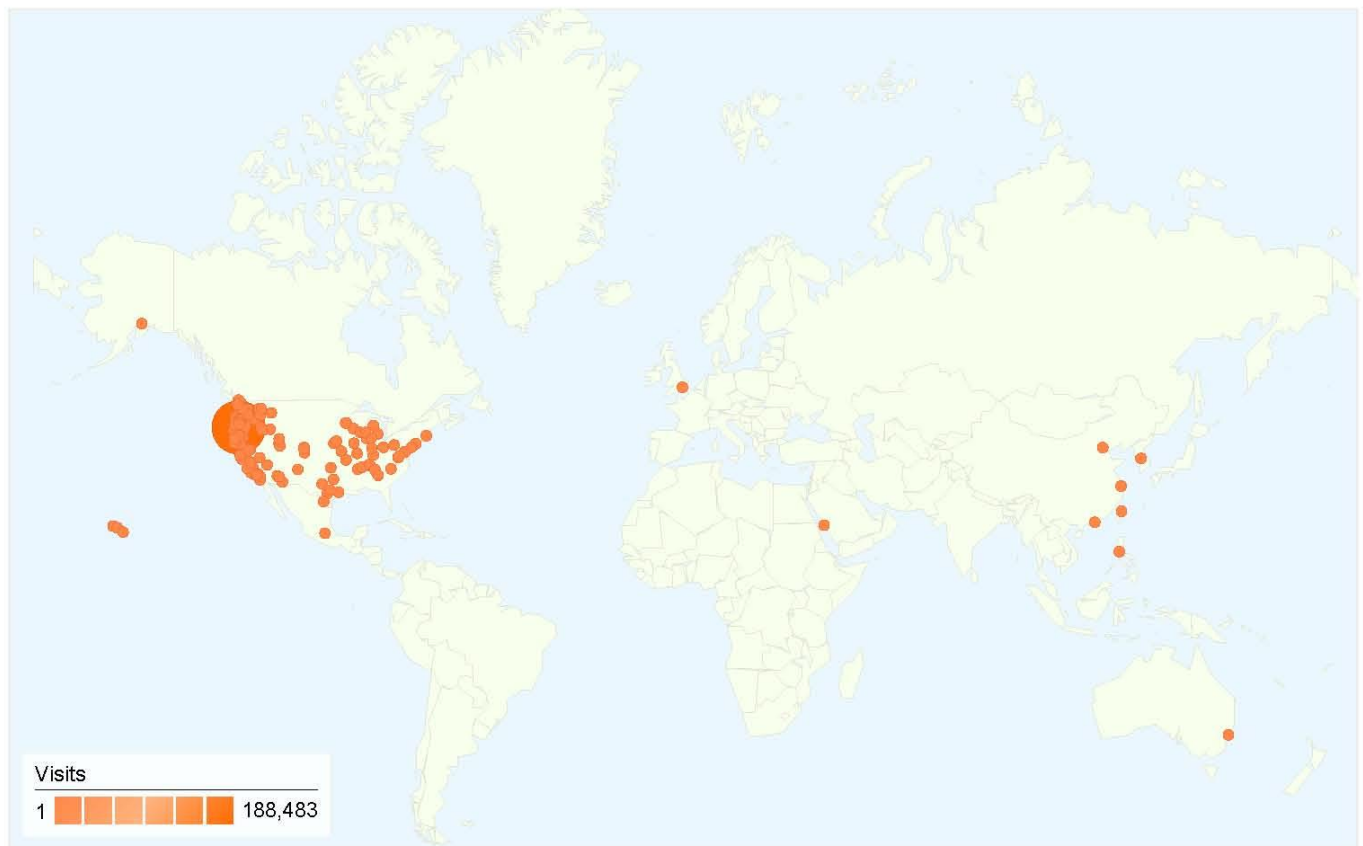
277,669 visits entered the site through 8,603 pages

Landing Pages

Entrances		Bounces		Bounce Rate	
277,669		139,867		50.37%	
% of Site Total: 100.00%		% of Site Total: 100.00%		Site Avg: 50.37% (0.00%)	
Page	Entrances	Bounces	Bounce Rate		
/	207,661	107,346	51.69%		
/library/	3,649	1,934	53.00%		
/schedule/	2,667	266	9.97%		
/icl/	2,027	862	42.53%		
/collegecatalog/	1,966	484	24.62%		
/explane/mylane.html	1,855	1,128	60.81%		
/schedule/fall.html	1,802	382	21.20%		
/schedule/classes1220.htm	1,515	659	43.50%		
/calendars/academic.html	1,431	979	68.41%		
/testing/placementtest.htm	1,138	523	45.96%		
/ces/	1,085	320	29.49%		
/science/	1,055	394	37.35%		
/counseling/stepstoenroll.html	1,053	183	17.38%		
/sf/info.htm	1,041	609	58.50%		
/explanestaff/	724	406	56.08%		
/counseling/soar.html	721	369	51.18%		
/calendars/registration.html	710	418	58.87%		
/healthpe/	623	462	74.16%		
/hr/	575	70	12.17%		
/es/students.html	548	172	31.39%		
/lfc/	541	114	21.07%		
/distance/	539	222	41.19%		

/es/admissions.html	487	181	37.17%
/math/reviewsheets.html	445	246	55.28%
/es/costspymnts.html	413	139	33.66%

1 - 25 of 8,603



277,669 visits came from 4,092 cities

Site Usage						
Visits	Pages/Visit	Avg. Time on Site		% New Visits	Bounce Rate	
277,669	3.30	00:05:04		26.75%	50.37%	
% of Site Total: 100.00%	Site Avg: 3.30 (0.00%)	Site Avg: 00:05:04 (0.00%)		Site Avg: 26.73% (0.10%)	Site Avg: 50.37% (0.00%)	
City	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
Eugene	188,483	3.36	00:05:38	21.03%	49.61%	
Portland	16,977	3.23	00:04:26	27.07%	50.79%	
Seattle	7,216	2.65	00:03:41	28.56%	52.31%	
Medford	3,291	3.58	00:04:32	27.01%	50.23%	
Corvallis	3,151	3.66	00:04:35	33.93%	45.70%	
Lebanon	2,455	3.25	00:04:40	18.82%	56.13%	
Beaverton	2,113	3.18	00:03:48	30.19%	53.62%	
Salem	1,656	3.50	00:03:56	46.01%	45.71%	
Creswell	1,408	3.14	00:04:54	22.09%	50.00%	

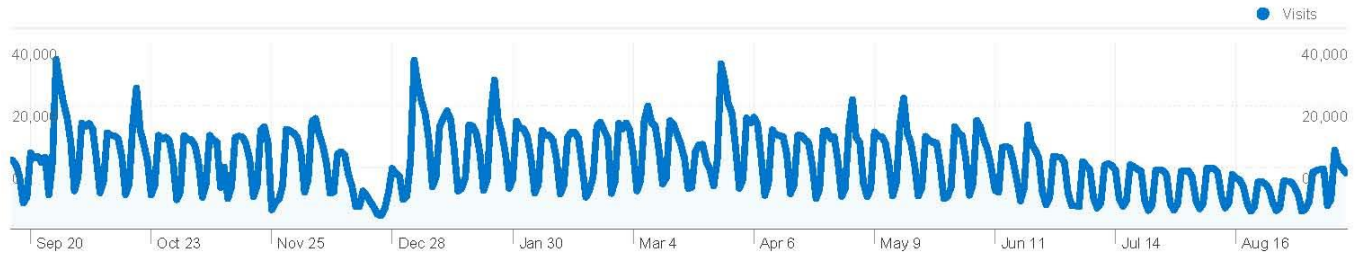
Florence	1,210	3.59	00:04:19	28.93%	41.74%
1 - 10 of 4,092					



These mobile devices sent 14,027 visits via 13 operating systems

Site Usage

Visits 14,027 % of Site Total: 5.05%	Pages/Visit 2.50 Site Avg: 3.30 (-24.37%)	Avg. Time on Site 00:02:54 Site Avg: 00:05:04 (-42.84%)	% New Visits 32.35% Site Avg: 26.73% (21.05%)	Bounce Rate 52.88% Site Avg: 50.37% (4.99%)	
Operating System	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
Android	5,515	2.41	00:02:50	36.63%	53.27%
iPhone	5,169	2.27	00:02:33	26.29%	54.83%
iPad	1,984	3.27	00:03:46	34.58%	45.01%
iPod	879	2.60	00:03:09	28.56%	52.22%
BlackBerry	242	2.00	00:02:30	35.12%	62.81%
Samsung	99	4.79	00:05:50	34.34%	44.44%
SymbianOS	74	1.81	00:04:49	98.65%	68.92%
Windows	37	1.49	00:01:27	29.73%	78.38%
LG	12	1.58	00:02:29	33.33%	50.00%
Nokia	6	1.17	00:02:29	100.00%	83.33%



5,303,848 visits used 102 browsers

Site Usage

Visits 5,303,848 % of Site Total: 100.00%	Pages/Visit 2.51 Site Avg: 2.51 (0.00%)	Avg. Time on Site 00:03:01 Site Avg: 00:03:01 (0.00%)	% New Visits 23.20% Site Avg: 23.22% (-0.06%)	Bounce Rate 60.59% Site Avg: 60.59% (0.00%)
Browser	Visits	Visits	Visits	
Internet Explorer	2,168,568	40.89%		
Firefox	1,756,845	33.12%		
Safari	810,695	15.29%		
Chrome	426,879	8.05%		
IE with Chrome Frame	88,226	1.66%		
Android Browser	19,142	0.36%		
Opera	8,861	0.17%		
Mozilla Compatible Agent	6,189	0.12%		
Mozilla	3,810	0.07%		
BlackBerry8530	2,460	0.05%		

Beginning in Fall 2011, the Web Team will begin scheduling meetings with representatives from each department/division to work on site migration to Drupal. Google Analytics will help us evaluate what pages visitors are browsing (or not browsing). We will work with you to make a determination – what should do we keep, and what do we archive?

We will be migrating 12,000 + pages total. Each page will go into one of three categories:

- (a) Public Web Site (for students; for the broader community)
- (b) Private Web Site / Intranet (for employees; for committees; non-student oriented info)
- (c) Archive (purge; remove it from (a) and (b) all together)

When your site is migrated to Drupal, it should be semi-transparent to the end-user. That is, disruption to your web site will be minimal. Our goal is to be as invisible in this process as possible, but want to be realistic as well - there will be bumps in the road.

Before we meet, you can begin reviewing / cleaning your web content.

Please review your web site to ensure it is:

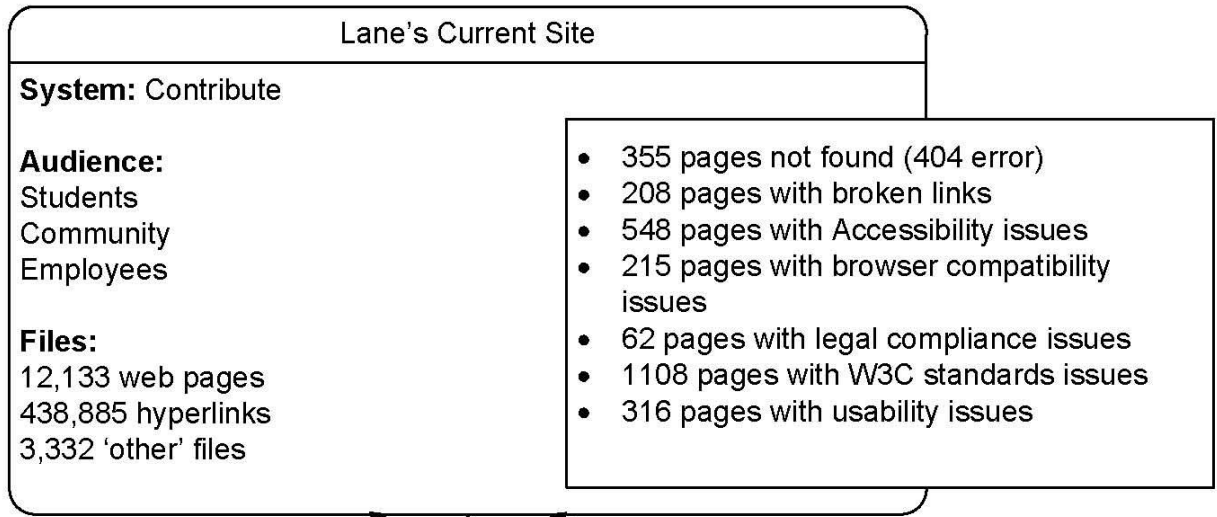
- (a) Timely - content is up to date and only references information, people, or projects that are current
- (b) Accurate - content is factual and reflective of Lane circa 2011-2012

Please begin categorizing your web content accordingly:

IF
A page/site has not been viewed in more than a year.
A page contains information that is inaccurate and has not been updated in more than a year.
THEN
ARCHIVE IT (remove it, save a copy)

IF
A page/site is meant for employees-only. (no student/community relevance)
A page/site contains sensitive information... (passwords, system details)
THEN
Flag it for the INTRANET (employees only web)

IF
A page/site is meant for students...
A page/site is meant for the community...
THEN
Flag it for the PUBLIC WEB SITE (student and community orientation)



A page/site is meant for students...

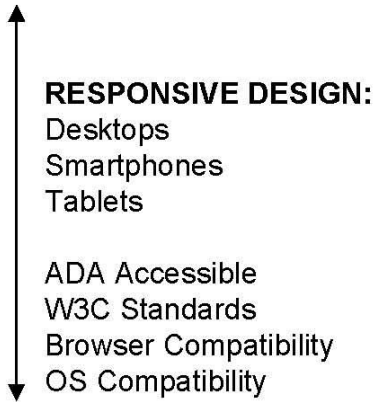
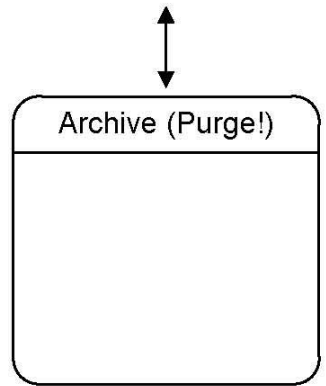
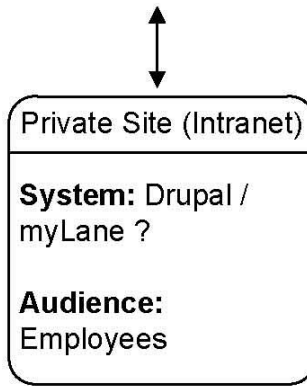
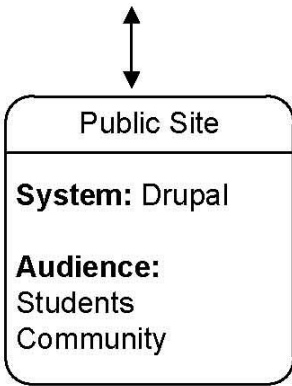
A page/site is meant for the community...

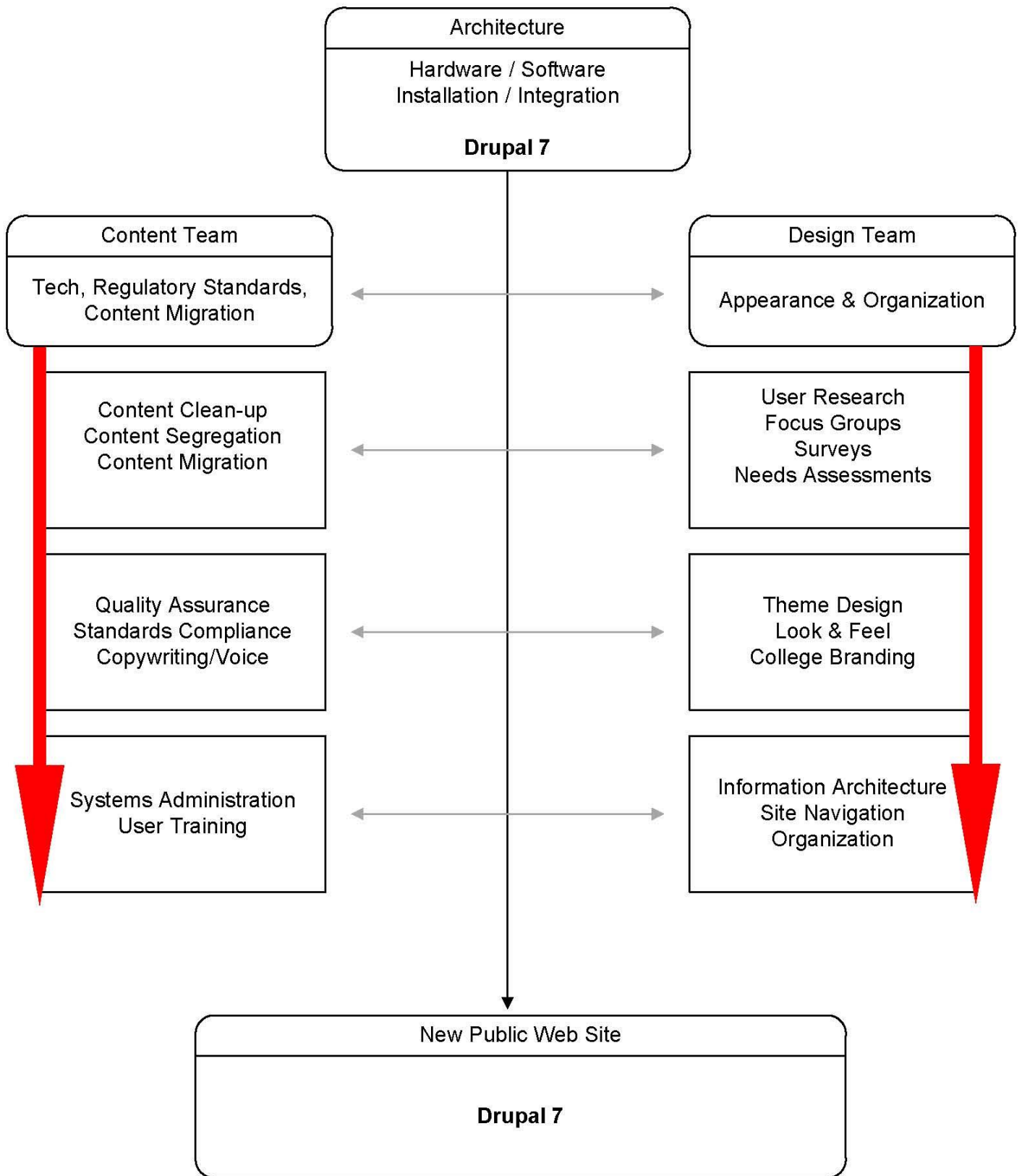
A page/site is meant for employees-only... (no student/community relevance)

A page/site contains sensitive information... (passwords, system details)

A page/site has not been viewed in more than a year...

A page contains information that is inaccurate and has not been updated in more than a year...





Drupal

Drupal is an open-source Content Management System (CMS), i.e. a large-scale web publishing platform. A CMS is generally used for storing, organizing, controlling, revising, enriching, and publishing media to the web. A CMS allows for multi-author and multi-departmental publishing across large organizations, enabling the organization to maintain publishing standards, appearance, and processes.



Sites using Drupal:

- The White House (<http://www.whitehouse.gov>)
- Portland State University (<http://www.pdx.edu>)
- Oregon State University (<http://oregonstate.edu>)
- National Public Radio (<http://www.npr.org>)
- Federal Express (<http://www.fedex.com>)
- Western Governors University (<http://www.wgu.edu>)
- Amnesty International (<http://amnesty.org>)
- Recovery.gov (<http://www.recovery.gov>)

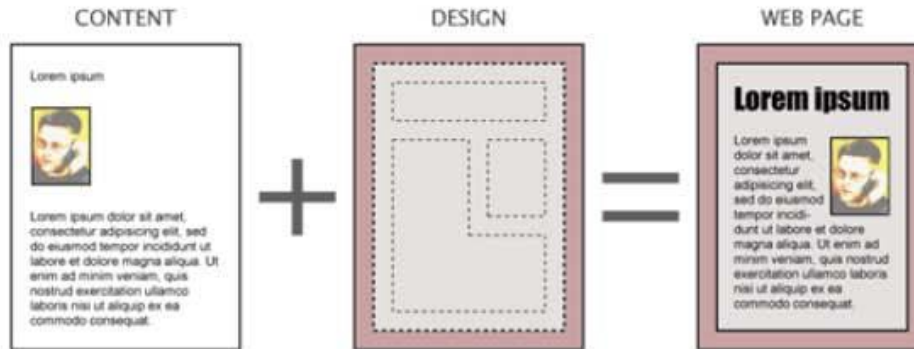
About Drupal:

- Drupal Home (<http://drupal.org>)
- [video] What is Drupal (in 57 seconds) (<http://www.youtube.com/watch?v=rF1X12PE6PY>)
- [video] What is Drupal? (4 minutes) (<http://www.youtube.com/watch?v=1mtqWSmQ5hM>)
- WikiPedia (<http://en.wikipedia.org/wiki/Drupal>)

Key Features:

- Browser-based editing
- Media Publishing ~ Workflow
- Web 2.0 / Social Computing Tools
- Slideshows / photo galleries
- Videos & podcasts
- Taxonomy / Semantic Findability
- Themes

Responsive Design



Separating **content** from **design** allows us to more easily present **content** in a variety of formats.

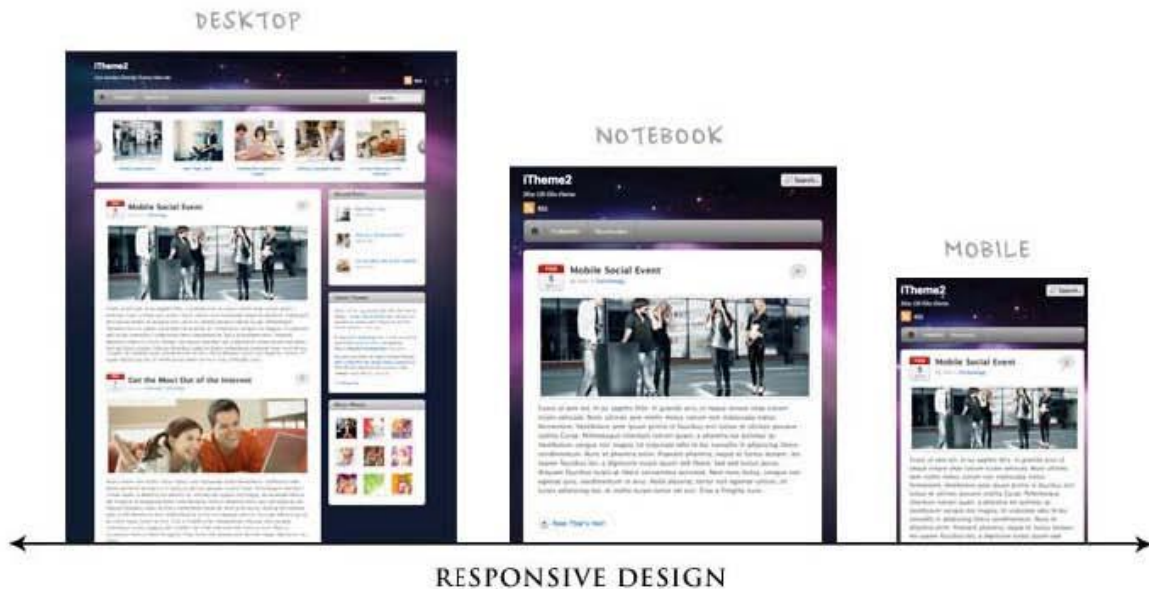
It is easier to update/change the site **design**

It is easier to update/change **content**.

It is easier to ensure **design** meets legal and organizational standards.

It is easier to ensure **content** is timely and accurate.

Content is responsive to the end user. For example, whether the user is on a smartphone, a desktop computer, a tablet, etc. - the **content** is adapts and presented accordingly. This is called **Responsive Design**.



Intranet

An intranet is a private web site for employees-only used for collaboration and information organization. Intranets commonly include collaborative tools, training materials, policy documents, and data-sensitive materials such as technical specifications, committee minutes, and passwords. Many intranets include document-management features that are used to track and store electronic documents and/or files, to include version tracking (history tracking). These may also be leveraged as digital-asset-management (DAM) systems - file repositories - documents, media files, etc.

