

PROJECT PLAN

WEB SITE FOR THE COMMITTEE ON ACADEMIC STAFF ISSUES (CASI)

This document describes specifications for a revised CASI web site to be completed by May 16. Suggestions and comments are welcome. Please direct them to any subcommittee member:

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A subcommittee meeting was held March 13, 2001, with Joyce Tikalsky to develop a new site outline.

PURPOSE OF THE SITE

- To provide an efficient, interactive means for exchanging key information about CASI among CASI members, faculty, and staff in the College of Engineering.
- To provide a reference to background information, meeting minutes, and key documents.

AUDIENCE

- College of Engineering academic staff
- College of Engineering faculty
- CASI members
- The university community and public

BACKGROUND

The site was launched in May 2000 as a temporary site to process election of committee members and to post notices and background documents. The content now needs to be updated and maintained, and the site needs to be moved from the "tmp" directory to the main College of Engineering site.

BENEFITS

- Facilitates communications about CASI topics within the college.
- Facilitates coordination with other CASI web sites on campus.
- Allows 365/24/7 access to documents for use as e-mail attachments or offline reference.

UPDATE FREQUENCY

- Events and town meetings — as needed, by Jeanne Hendricks
- Documents, meeting highlights, and other information — within 2 weeks of each CASI meeting, by the webmaster from material provided by subcommittee members. CASI meetings are usually held the 3rd Monday of each month.

DISTRIBUTION METHOD

- Home page location: www.engr.wisc.edu/casi. It should be easy to find through the Search window on the College of Engineering home page.
- Links from other sites. Janice Czynscon will e-mail CASI sites in other colleges when the site is ready.
- Traffic is driven to the Web site by inclusion in periodic informational e-mails sent by Jeanne Hendricks.

APPROACH

In general, the site should convey CASI activity in a timely manner and enable programs such as elections and surveys. The content follows a standard outline for committee web sites. Graphical elements should be added to make the pages inviting and readable.

CURRENT CONTENT AND STRUCTURE

The site now has the following major sections.

Main page

Message from Dean Percy
Election Ballot & Candidates' Statements
For More Information (opens an e-mail window to J. Czyncon)
Background Information
Academic Staff Document #210

PROPOSED CONTENT AND STRUCTURE

EVENTS

TOWN MEETINGS [future]

PROFESSIONAL DEVELOPMENT

Initially, a link to a page on the Office of Human Resource Development site

FREQUENTLY ASKED QUESTIONS

MEETING HIGHLIGHTS

Include full text of the most recent meeting; post others as PDF documents.

May 30, 2001

April 23, 2001

February 19, 2001

January 16, 2001

November 21, 2000

MEMBERS: Replaces election results page. Includes e-mail addresses.

BY-LAWS AND PROCEDURES (post as PDF documents)

By-laws

Academic Staff Document #210: School, College, and Division Committees on Academic Staff Issues

FOR MORE INFORMATION (links)

Academic Staff Home Page — <http://wiscinfo.doit.wisc.edu/acstaff/>

*Academic Staff Policies and Procedures (ASPP) — <http://wiscinfo.doit.wisc.edu/acstaff/doc.html>

Unclassified Title Guide — <http://www.ohr.wisc.edu/polproced/UTG/utg.html>

Unclassified Policies and Procedures — <http://www.ohr.wisc.edu/polproced/UPPP/uppptblc.html>

Personnel Policies and Procedures Committee (PPPC) (in progress)

Office of Human Resources and Academic Personnel Office — <http://www.ohr.wisc.edu/apo/>

*Promotion and Salary Increases Flyer — <http://wiscinfo.doit.wisc.edu/acstaff/doc/pdfs/promotio.pdf>

Compensation and Economic Benefits Committee (CEBC) — <http://epd.engr.wisc.edu/cebc/>

*Job Security Flyer — <http://wiscinfo.doit.wisc.edu/acstaff/doc/jobsecurity2001.html>

Guidelines for Indefinite Appointment — <http://www.ohr.wisc.edu/polproced/arearevcomm/areaguide.html>

**Address changed since 3/13/01.*

DESIGN FEATURES

- Use a standard College of Engineering page design for consistency with other organizations within the college and to make best use of existing applications and templates.
- Maintain a structure that fits well with other university CASI web sites.

MEASURES OF RESOURCE USE AND EFFECTIVENESS

The size of the site and the number of visitors are monitored for review.

TARGETS

Milestones		
Approval of new outline and project plan	April 25	CASI
First prototype available for review	April 30	Webmaster
Content revisions to webmaster	May 2	Subcommittee
Replacement content available for posting	May 4	Subcommittee
Second prototype available for review	May 11	Webmaster
Changes incorporated, site moved from "tmp"	May 16	Webmaster
Demo	May 21	Webmaster
Evaluation meeting	Summer	CASI
<i>Maintenance: within 2 weeks of each CASI meeting</i>		

STYLE GUIDE AND RELEASE INFORMATION

Sample pages and graphics are available to developers of pages for the site. Written permission to use copyrighted material must be obtained by page authors.

The web pages are optimized for people with disabilities (see Design of HTML Pages to Increase their Accessibility to Users with Disabilities by G. C. Vanderheiden, W. A. Chisholm, and N. Ewers, Trace R&D Center, University of Wisconsin-Madison). All pages must meet accessibility guidelines. At a minimum, pages will be tested with the Bobby program.

Colors: For consistency across the site and efficient color display, the following colors are used for page backgrounds, linked text, active links, and visited links. Only selected colors look well on most monitors, and only 216 work well across all platforms. The palette comprises the following standard colors, which are specified in hexadecimal numbers (0 to F) as a reference for page developers.

Color	RGB Value	Hexadecimal Value
Black	0 0 0	#000000
Red	204 0 0	#cc0000
Medium blue	0 0 153	#000099
Light blue	102 204 255	#66ccff
Gray	204 204 204	#cccccc
White	255 255 255	#ffffff

Graphics: Standard sizes for photos are 500 x 375 pixels (JPEG format) and 100 x 150 pixels (GIF format). The templates used to produce the pages always include the ALT tag for alternative text, written for usability with text-only browsers and screen readers. Multimedia files may be used as long as content alternatives are embedded to meet accessibility guidelines.

Links: As a courtesy, request permission to use any link when there is potential for driving a high level of web traffic to an external server.

Format: Consult current COE web site standard formats, accessibility guidelines, and current WWW Consortium specifications.

Testing: Pages are spell-checked by computers and humans, and tested on-line.

FILE SUMMARY

\$HOME/index.html

mm.html	Members
bl.html	By-laws and Procedures
mh.html	Meeting highlights
el.html	Elections
pd.html	Professional Development
fa.html	Frequently Asked Questions
fm.html	For More Information

\$HOME/pdfs/

aboutCASI.pdf
CoE_CASI_ByLaws.pdf

\$HOME/pics/

imap_main_image.gif
imap_main_left.gif
imap_main_right.gif

Archived files:

ballot.html (uses an embedded JavaScript application)
form.html (processed by /cgi/coe/mailmaster.mpl)
nomination.html
proposal.html
statements.html
titles.html

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