Portal Steering Committee Minutes January 10, 2007

Present: Olga Lapczak, Colleen Brennan-Barry, Greg Dec, David Drollette, Kerry Gotham, Mary Heid, Mike McGwin, Daniel Norton, Alison Teeter, Francis Zablocki,

Additional: Alicia Nestle

Meetings

Committee meetings will be contained to one hour in length.

Community Updates

Discussion was held regarding the need for active communication to the community regarding the portal project and the Zimbra component. The current process of posting minutes to the website is not serving our needs. We need to retain the momentum that has been created, share correct information and create opportunity for feedback. In comparison to the recent Naz Redesign web campaign, the portal campaign will have different criteria. The portal project is a new initiative that is significantly impacting the entire community and will affect workflow and policies. We will need to consider campaigns for pre-launch, launch, and post-launch. Possible forums include the Faculty Meeting, Staff Directors and a fair or expo. We should address early concerns by conveying what problems the new Zimbra Collaboration Suite (ZCS) will solve. A subcommittee (Kerry Gotham, Dan Norton and Mary Heid) was formed to consider these issues.

Zimbra Status

Information Technology Services (ITS) and the student Lab Assistants have been piloting Zimbra Open Source Edition. Student response to the email system is extremely positive. The staff features include email and a shared calendaring function with overall positive response. Complaints are specific to features that differ from Outlook, Netscape or Thunderbird email applications, speed of the client and inconsistencies in how Zimbra behaves depending on which Internet browser is being used (Firefox, Netscape, Internet Explorer)