

Site Administrators Meeting

August 19, 2009

2:00 – 3:00 pm

Benson - 21

Recap

Announcements

Newest member of OMC

- Mansi Bhatia, writer/editor

Introductions

In attendance: Jen Ferrari, Carey Deangelis, Susan Babbel, Susan Chun, Mike Ballen, Bill Buckman, Diane Barrera, Sandy Boyer, Lourdes Barretto, Mansi Bhatia, Nidhi Shah, Jerry Aquino, Leah Nakasaki. Donna Perry, Jeferson Dela Cruz, Brian Washburn, Rich Giacchetti, Tim Harden, Christine Cole, Martha Giannini, Jessica Gagnon, Heidi Williams (If I missed you, sorry 8^)

Commonspot 5

New features/tools

- Text editor formatting options
- Image editor
- Check the Web publishing blog for details www.scu.edu/webpublishing/

The Basics: Search Engine Optimization

- 3 simple steps
- Examples
- Entrance keywords via Google Analytics

Open Labs

- Attendance, schedule, alternatives
- The possibility of combining SAM and Open Labs in the Learning Center

Support Request Form

- Please send requests for Commonspot Support via the Web Publishing site www.scu.edu/webpublishing/contact.cfm

Web Publishing News/Blog

- The latest news and information – www.scu.edu/webpublishing

Q&A

September 1, 2009 Open Labs

The next Open Labs is scheduled for September 1, 2009 9-11 am in Learning Commons 203

September 16, 2009 Site Administrators' meeting

The next Site Administrators' meeting is scheduled for September 16, 2009 2-3 pm in the Arts & Sciences Wiegand Room.

The complete 2009 meeting schedule is available at www.scu.edu/webpublishing/sam/2009

Russ Morris | Web Marketing Manager – OMC | rmorris@scu.edu | x5127

Nidhi Shah | CommonSpot Support Specialist - OMC | nshah@scu.edu | x6179