

Site Administrators Meeting/Open Lab

May 19, 2010

2:15 – 3:00 pm: Site Administrator Meeting | Learning Commons 203

3:00 – 3:45 pm: OMC Open Lab | Learning Commons 203

Recap

Attendees

Anne McMahon, Judy Anderson-Hamed, Debora Lohse, Jennifer Ferrari, Christine Cole, Vid Raator, Teri Escobar, David Jones, Donna Perry, David Dawson, Brian Washburn, Susan Chun, Elizabeth Thompson, Aaron Ho, Diane Barrera, Dee Crosby, Juanita Depietro, Jefferson Dela Cruz, Mansi Bhatia, Mike Ballen, Rai Cornell, Russ Morris

Rai Cornell, OMC's new Commonspot Support Specialist

- Rai can be reached by phone @ x6179, email @ [lucornell@scu.edu](mailto:rcornell@scu.edu) Welcome, Rai!!!

New, Custom Profile Element database - Brian

- Overview – A custom, more efficient way to build and use profiles is needed. SCU Stories, '13-steps' influenced the development of this project.
- Transition details – There are roughly 1,100 profiles in the Commonspot database, many are obsolete. To keep the new, custom database as trim as possible, we'd like to clean up the Commonspot profile database before moving them over.
- Clean-up – Site Admins will be able to use a transition tool to help with deleting outdated and obsolete profiles in their subsites: <http://cms.scu.edu/profiles/manage/transition.cfm>

If you have any problems using the transition tool, please contact Russ or Rai.

Extra Commonspot help this Summer - Teri

- Technology Training will hold Commonspot Drop-in Labs every Tuesday, June 22-August 31, 3-5 p.m. in LC 203. Register here: http://www.scu.edu/training/register/?view=course&course_id=564

DIY Usability Testing Workshop – Russ

- How to plan, design, and conduct 'discount' usability tests - 5/26, 2-3:30pm in LC203. Register here: http://www.scu.edu/training/register/?view=course&course_id=563&class=2486

Editing & Styles Guide/Editing What You and Others Write – Mansi

- Learn the preferred usage for Santa Clara publications and communications, to help the University develop a consistent, unified voice, tone, and style. 5/20, 10:00 AM to 12:00 pm – Benson Parlor C. Register here: <http://www.scu.edu/hr/calendar/hrworkshops.cfm?event=14902>

Cool Stuff – Russ

- *Primer: <http://primercss.com/>
- *ID Guard Stamp: <http://www.coolshityoucanbuy.net/2010/04/id-guard-stamp.html>
- *Iceland volcano: <http://vimeo.com/11673745>
- *Imitation in Design, Jeff Veen: <http://vimeo.com/7353260>
- The State of the Internet: <http://vimeo.com/9641036>

General Announcements/Q&A - All

Support Request Form – Russ

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

Web Publishing News/Blog – Russ

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

Open Labs – All are welcome!

June 16, 2010 Site Administrators' meeting

The next Site Administrators' meeting and Open Labs is scheduled for June 16, 2010 2:15-3:45 pm in Learning Commons LC203

The complete 2010 meeting schedule is available at www.scu.edu/webpublishing/sam/2010

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