

Technical Sub-Committee of UV-WAC

Meeting Notes

Meeting Date: May 14, 2008

Attending: Phil Taylor, Jeanie Cranney, Ronnett Stutz, Matt Hill, Brett Michaelis, Nathan Gerber, Trevor Wilson, Laura Busby, Brodie Sebresos, Anne Ardent, Betsy Lybbert

Absent: Robert Ward, Jason Hill

Excused: Vadra Rowley, Dave Tobler, John Krutsch, and Heather Jenkins

Items of Discussion:

- Approval of minutes from 04/09/08 meeting- Approved
- Discuss Sub-domain in regards to Redirects and Aliases
 - **Recommended and Approved-** The proposal to use aliases and redirects for all sub-domain .uvu.edu requests, was approved and will be going to WAC next week. (See Attachment)
 - **Discussion-** What about alternate domain names; they will be registered or transferred under the UVU standard registrar account. Alternate domain names will need to be approved; the domain name policy is being drafted by the policy sub-committee.
- Accessibilities Validation Recommendations-Vadra; Tabled until next meeting
- Examples of solutions to Captcha issue
 - **Discussion-** Re-Captcha; Re-Captcha will need to know if there will be more than 100,000 hits per day; If we do go over it doesn't affect anything; Only Correct submissions will be counted; Where do we apply the captcha; on all forms unless it's not needed;

- **Recommended and approved-** All online Forms without a username and password will be required to have captcha, unless they can prove it's not necessary for their site.
- Will go ahead and move forward with Re-captcha, everyone will be informed on how to implement it, we will also follow up with the company to see if any problems will arise if we happen to go over the 100,000 limit.
- Standards in forms
 - **Discussed, Recommended and Approved –**
 - 1-The enter button submits the right form, or throws error message; don't use Java on forms it causes problems.
 - 2-Tab order needs to make sense and follow accessibility standards.
 - 3-Put buttons in a logical order and eliminate clear and reset button.
 - 4-Does everything meet accessibility level one and applicable standards.
 - 5-Form validation needs to keep info in the fields.
 - 6-All forms requiring SSN, UVID or other sensitive data, must use SSL security.
 - **Recommended and Approved-** Everything must have a back end validation on required fields and standard formats such as email, SSN, and UV-ID. It was also strongly recommended that there be front end validation.
- Mailing Forms script
 - At next meeting a presentation will be given on the mailer script implementation by Brett Michaelis.
- Linking .Com sites
 - **Discussion-** It has been a problem; is there a standard for those who want to link to us; there are no rules or regulation regarding this, yet; pop up disclaimer saying you are

now leaving the UVU site would be a better way to go; it will be marketing sub-committees responsibility on making standards for .com linking.

- A presentation on a standard disclaimer will be shown at the next meeting regarding this issue by Brodie Sebresos.
- **Meeting ended.**
- **Next Meeting Date: May 28, 2008**