

# Information Organization, Usability, Currency & Accessibility (IOU)

## Working Group

California Portal Steering Committee

**Date:** February 7, 2006

**Time:** 9:00 – 11:00 a.m.

**Location:** OPR, Room 202

**REVISED 02/14/06**

### Attendees:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Neal Albritton (DOR)   | <input checked="" type="checkbox"/> Steve Branson (DHS)    | <input type="checkbox"/> Steve Clemons (CEAP)              |
| <input checked="" type="checkbox"/> Donna Freeman (FTB)    | <input type="checkbox"/> Daniel Gullahorn (SCIO)           | <input type="checkbox"/> John Jewell (CSL)                 |
| <input type="checkbox"/> Lynelle Jolley (DPA)              | <input checked="" type="checkbox"/> Patrick Johnson (DOR)  | <input checked="" type="checkbox"/> Anamarie Malone (DTS)  |
| <input checked="" type="checkbox"/> Liz Mechem (Insurance) | <input type="checkbox"/> Claudina Nevis (SCIO)             | <input checked="" type="checkbox"/> Kristine Ogilvie (CSL) |
| <input type="checkbox"/> Rob Quigley (SCIO)                | <input checked="" type="checkbox"/> Deborah Schwartz (CRB) | <input checked="" type="checkbox"/> Theresa Giles (DHS)    |

### Review Minutes from Previous Meeting

**Debbie Schwartz**

The team reviewed the minutes from the working group meeting held January 31, 2006. There were no changes to the minutes; however, the following items of clarification were identified:

1. The minutes stated that the DHS template is designed for 1024 X 768 screen resolution. DHS noted that the design presented is an image only; they are currently constructing the actual template. The template may be constructed in 800 X 600 or it could be designed to expand and contract to fill the screen. DHS is not deliberately designing a template that does not meet California's web standards.
2. The minutes stated that DHS is currently meeting with DOR to ensure accessibility of the template. They noted that that the vendor who designed the image was required to meet existing, published state standards for accessibility; they are working with DOR to identify ways to exceed the minimum standards where feasible.

### Draft Charter

**Debbie Schwartz**

Debbie provided a draft charter using the charter elements identified by the working group at the January 31<sup>st</sup> meeting. The charter format is based on the State Portal Steering Committee charter. The working group has been asked to provide the draft charter at the State Portal Review Board meeting scheduled Friday February 10<sup>th</sup>.

Changes were recommended as follows:

1. Scope – Accessibility: “All Users” was changed to “General Accessibility” and “Non-English Translations” was added.
2. Scope – Usability: Added “Links to External Sites” with sub-bullet of “Disclaimer”
3. Scope – Usability: Added “Obsolete or Broken Links” with sub-bullets of “Redirection” and “Notification”
4. Scope – Usability: Added “Relevancy” and “Accuracy” to Content
5. Scope – Usability: Added “User Identification” with sub-bullets of “Audiences” and “Communities of Interest”
6. Scope – Usability: Added URL Naming Conventions
7. Deliverables: Changed the note regarding the templates to read, “Working Group will facilitate the development of sample templates developed by departments and make recommendations about the templates. The Working Group will *NOT* be responsible for developing the templates.”

## **Information Organization, Usability, Currency & Accessibility (IOU)**

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**ACTION:** *Revise the draft charter per discussion and send a revised draft to Working Group for review no later than February 8<sup>th</sup>. Debbie will update the draft based on feedback. The working group will finalize the draft by noon on February 10, 2006.*

**Assigned To:** *Deborah Schwartz, Working Group*

**Due:** *February 10, 2006*

### **Procedure for Designing New Templates**

**Debbie Schwartz**

Debbie provided copies of the draft procedure proposed by the State Library for managing the development of new state brands in November 2005. The procedures were not approved or implemented; they will be used as a starting point only. Please see attached draft process for designing new templates.

### **Open Forum – Recommendations From Team**

**All**

1. DOR's RFO has been released; responses are due in two weeks. The deadline for project completion is September 30, 2006. Neal Albritton is recusing himself from the RFO effort. The new lead is Bari Schlesinger; her phone number is 274-6325.
2. Should the working group be responsible for developing templates? DOR is concerned that if the working group provides recommendations for standards, but doesn't supply the template, that accessibility won't be built in. The Library is concerned that the working group doesn't have the resources, time or expertise, to develop templates as well as define policies and standards within our timeframe. The group agrees that templates are important; with templates, web developers don't need to be experts to develop pages that are usable, understandable, and accessible. The working group concluded that we do not have the time to develop templates in addition to the rest of our work. However, we opened up the working in the deliverables section of the charter to allow departments other than FTB and DHS to develop sample templates if approved.
3. A team member asked if a marking representative should be included in the working group membership. This role may be covered by the participation of a state communications officer.

### **Open Action Items (Not Discussed at the Meeting)**

**Debbie Schwartz**

**ACTION:** *FTB and DOR will meet to discuss the feasibility of including usability testing in DOR's accessibility study.*

**Assigned To:** *Donna Freeman and Neal Albritton*

**Due:** *February 14, 2006*

**ACTION:** *Develop and propose a policy recommendation regarding the level of accessibility templates for new design must meet and what level they should strive for. Under the current state standards, the goal is to meet Section 508 and/or W3C guidelines for accessibility. If a web developer is not able to meet those guidelines, they must explain why and submit for approval.*

**Assigned To:** *Rob Quigley*

**Due:** *February 14, 2006*

### **Next Steps**

**Kris Ogilvie, Debbie Schwartz**

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Working Group**

California Portal Steering Committee

Next IOUCA Meeting: February 21, 2006  
Library & Courts II, 900 N Street, Room 340  
9:00 – 11:00 a.m.