

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

**Date:** February 20, 2007

**Time:** 9:00 – 10:20 a.m.

**Location:** LC II, Room 340

### **Attendees:**

Claudina Nevis, Jen Harper, Pam Licon, Ed Echeverria, Donna Freeman, John Quijada, Kris Ogilvie, Debbie Schwartz, Alice Seamans, Bill Passavant.

### **By Phone:**

Anamarie Malone, Patrick Johnson, Neal Albritton, Frank Montez, Joni Ogata

### **CIO Academy**

**Claudina Nevis**

The IOUCA was nominated for the Collaboration Award at the CIO Academy. We were up against some tough competition and did not receive the award; however, the quality of the work we have done was recognized and we were applauded for our collaborative work style.

### **Working Groups Reports**

**Working Group**

The Usability Working Group is still working through the Web Tools site. The Findability Working Group is down to one member. The Content Working Group has reviewed all content and has assigned members sections to work on. The Technical Requirements Working Group reviewed and is about 80% done. Once the Technical Requirements document is ready to be approved, they would like to hand the document off to the eServices Office to be included in the Web Tools site as several of the items in the document are not covered on the Web Tools site. This raised a question as to who is going to maintain the Web Tools site for currency and accuracy. It was suggested that eServices attend the next IOUCA meeting to discuss how we might be able to work with eServices to help maintain the quality of the Web Tools site.

### **Non-state employee use of IT Forum**

**John Quijada**

A draft of the proposed language for the terms of use for the IT Forum was distributed and discussed. Some slight revisions were made and the draft was sent to Claudina (who is the owner of the Forum) for approval. A copy of the new terms of use is attached. There is still some question about the purposes of the IT Forum and the WebDev Forum was brought up. The group would like to find a way that both forums can work together without competing with each other.

- Action Item: Kris and John J. are to work on this and bring back a recommendation to the group.

### **GTC**

**Claudina Nevis**

Claudina asked if there were any special classes that we would like to see at GTC. Kris mentioned that a number of classes related to the focus of our group were already in the offing. In addition, she wondered if we wanted to have a presence at GTC to highlight our group. Kris suggested that IOUCA team up with the eServices Office to highlight what the state is doing as a whole.

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

Action item:

- Claudina will talk with the Carolyn Lawson to see about the possibility of setting up a joint presence at GTC.

### **New project**

### **Working Group**

A suggestion was made to have a session at GTC on developing management acceptance of and incorporation of usability and accessibility practices into the workflow. The group discussed the possibility of creating a white paper that would outline what someone had to do to format a document so that it could be made into an accessible PDF.

- Action Item: Jen and Alice agreed to start looking into what information would need to be included in the document.

### **Other**

### **Working Group**

It was mentioned that we needed to recruit new members. Ideas, suggestions are welcome.

### **Next Meeting**

### **Kris Ogilvie**

Next IOUCA Meeting: Small Group meeting: February 27, 2007  
Library & Courts II, 900 N Street, Room 340/301/302  
9:00 – 11:00 AM

Next Full Group meeting: March 6, 2007  
Place to be determined  
9:00 – 11:00 AM