Meeting with Craig Thomas

Date: 3/4/13

Notes:

Since we last met Craig and I have been in contact via email about proposed directions and creative materials

Craig is concerned about doing anything that departments cannot directly edit and maintain on their own. Although IMAD has the skills to do these things other departments do not and the web department is very understaffed. They will not be able to maintain items that must be redesigned by them.

Craig removed .gif animations from the acceptable media list. He believes that department administrators will not be able to maintain any .gif animations that I create.

**History**

Craig is already working with the History department, they are doing an upcoming event, History Day and promoting it both in print and web formats.

**IMAD**

Message to IMAD ( Eric Ruggiero )

This meeting ultimately also (unexpectedly) took the place of a meeting Craig was supposed to have with Eric Ruggiero. However, it was cancelled. Craig asked me to tell Eric:

* IMAD has a contact form at the top of the page under the “more information” link. It can also be linked elsewhere on the page for higher visibility.
* IMAD must remove personal logo at the top of my proposed mock.
* A live Facebook feed can be added to the content of the IMAD page since the content is targeted, captivating, run by the students, overseen by an administrator (me) and refreshed often.

The Facebook live feed option should not be suggested to department administrators who have a facebook but fail to update the content on a weekly basis.

**Women and Gender Studies (WGS)**

WGS did not get back to me with feedback from our meeting until 3/7. Craig and I could not discuss.