

**WMU Webmasters' Users Group**  
**March 26, 2008**

Present: Margaret von Steinen, Nancy Kroes, David Evans, Bradley Morgan, Cindy Town, Nancy Meister, Gary Barton, Deb Withee, Amy Huffman, Ken Schaefer, Jasmine Hackett, Munselle Pientka, Nicholas Sloan, Joe Herder, Daren Webb, Susan Daniels, Susan Kamman, E.C. Teviotdale, Joe Fee, Bradley Horstman, Sharon Wagner, Michael VanPutten.

**Announcement: Training**

In response to Julie Scott's request for Dreamweaver training in our last meeting, Nancy Kroes reported that staff newly charged with doing their department's Web pages could call the IT Center at 387-6958 to schedule a brief one-on-one session on getting started with Dreamweaver. This has been approved as a stop-gap measure only, until University Relations begins CMS training. The IT Center's primary mission is supporting faculty with course-related issues and they don't have the resources to provide extensive training to staff, nor can they assist departments in moving to the University Relations template.

**Information R/evolution—video**

Michael VanPutten presented the following short video to the group:

- From Michael Wesch, Kansas State University
- how we interact with and delivery information is changing
- <http://www.youtube.com/watch?v=-4CV05HyAbM>

**Michael VanPutten then recognized WUG's one-year anniversary as a more formalized group, noting the following:**

- WUG Executive formed one year ago
- Over the past year we have shared announcements and updates regarding: WMU Branding Initiative, WMU Web Redevelopment, WMU Identity Standards, Content management system implementation, member updates, work completed.
- Participated in discussions on best practices, training strategies, communication methods, collaboration tools, emergency response
- View presentations on Google analytics, illuminate live, media site live, pitching concepts/projects/solutions, user centered design, making Web content shine
- Participation in WUG has included web redevelopment recommendations, new members to the group, planning and scheduling presentations, sub-committees, advisory roles, collegial support, and promotion of the WUG—and delicious treats—Thank you, Deb Withee!
- Deb Withee, on behalf of WUG, thanked Michael VanPutten for the leadership he has provided the group over the last year that helped WUG achieve its many successes.

**WUG Presentation – iTunes U**

**Presenters: David Evans (387-5063) and Brad Morgan**

<http://itunes.wmich.edu/>

## **What is iTunes U?**

- Podcasting using iTunes (music store) interface
  - iTunes is a free application for Mac & PC
- Podcasts are subscribable, downloadable high quality A/V files
  - Supports three types of podcasts plus pdf downloads
  - Audio can be listened to without downloading
- 500gb of free space
- Customizable interface to reflect WMU colors and layout
- Podcast playback
  - Computer, mp3 player, iPod/iPhone, Apple TV, big screen doc

## **Take a look at iTunes U – Public**

- Difference between public and faculty
- Go through interface, look at a few examples, my tutorials
  - Look at video, audio, enhanced, pdf?
  - Look at other schools

## **Process of requesting a course**

- Walk through request process
- Walk through customization process
- Walk through podcast upload process

## **Podcast creation**

- Audio – Garageband Mac, Audacity PC
- Enhanced – Garageband, Profcast
- Video – iMovie

## **File specs for podcasts**

- Audio – mp3, m4a (AAC)
- Enhanced – m4a, m4b
- Video – m4v, MPEG-4, Quicktime

Meeting adjourned at 10:27 a.m.