This report has three purposes:

- Examine the Committee's charge and membership
- Review accomplishments to date and pending issues and actions
- Plan future actions

The ADCC established the WWWCC to:

- To support the appropriate development and creative uses of the Web at SLAC
- Develop and recommend policies and standards to ensure information on SLAC Web pages is:
  - » meets the Laboratory's goals
  - » is appropriate and consistent with Stanford University and DOE policy
  - » presents an acceptable public image

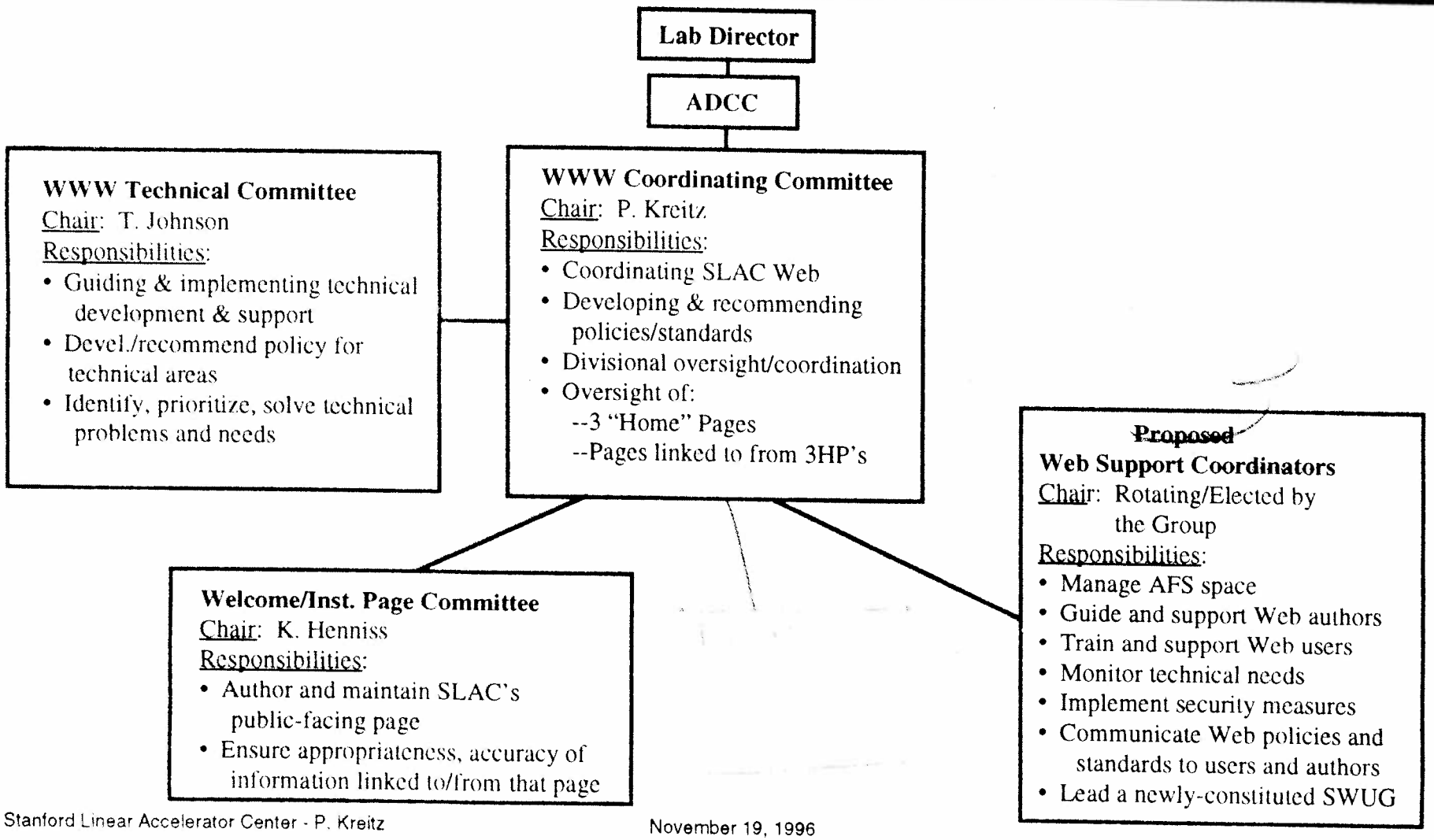
To fulfill this charge, the WWWCC must:

- Establish the organization and presentation of the top-level Web pages
- Work closely with existing Web committees and SLAC groups providing policy guidance, standards, and support
- Identify needs and encourage the creation of pages, documents, etc.
- Advocate broadly for the SLAC Web

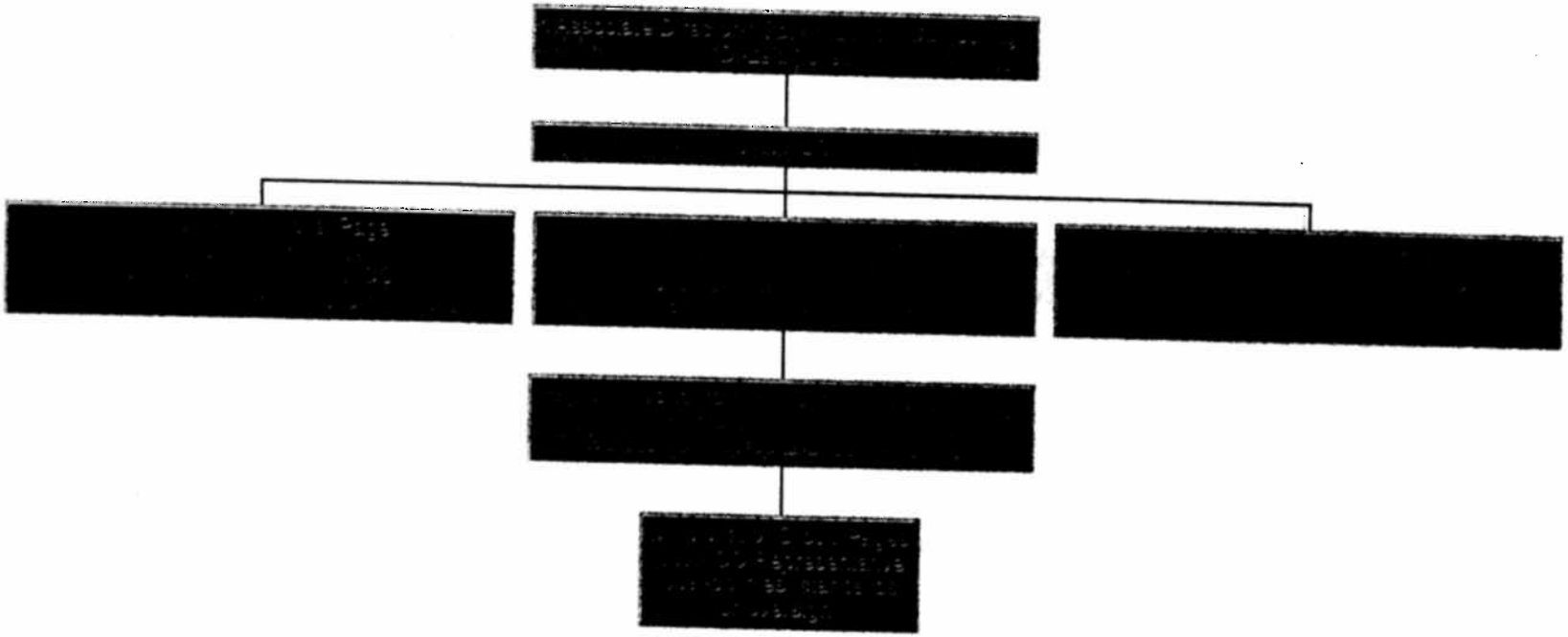
Membership on the WWWCC is representational:

- Each member represents a specific division or constituency's interests and needs
- Members are expected to:
  - » communicate policy, standards to their division or group
  - » oversee the Web pages within their group
  - » establish 'local' policies, standards
  - » work closely with their Web Support Coordinators

SLAC Web Management



The WWWCC is not responsible to 'police' all of the SLAC Web:



WWWCC works closely with SLAC groups and people:

- Associate Directors' Committee on Computing (B. Richter/P.A. Moore)
- WWW-Technical Committee (T. Johnson)
- SCS Web Support Group (E. Whipple/J. Winters)
- Technical Publications (K. Henniss)
- Various ad hoc and standing ctte's when needed
- Individuals with ideas, complaints, suggestions

Our accomplishments have been slow but steady:

- Obtained Directorate approval of three-top-level page model
- Established formal Web committee structure
- Developed, or encouraged the development of, Lab-wide policies and documents: (listing or support page?)

Future actions could include:

- Fine tuning the strategic computing plan chapter on the SLAC Web
- Working with WWW-Tech and with SCS to identify and prioritize Web needs
- Identify gaps in SLAC Web information, promote 'filling'
- Further developments for top-level pages

Top-level pages may be next year's primary focus:

- Balancing requirements for a 'common culture' with efficiencies of individual/ group knowledge management
- Clarifying responsibility, ownership, management of top-level pages
- Ensuring efficiency, usefulness, and accessibility of SLAC Web information

A detailed look at the to-do list would include:

- Smart home page
- Tailored vs. Lab-wide announcements
- Top-level pages: various issues
- Site/group management tools
- Clarifying and stabilizing support (WWW support coords., SCS, WWW-Tech, etc.)
- Quality, consistency, accessibility of SLAC Web information

Your review of this draft should include:

- Are there any revisions to the Committee's charge or membership we wish to propose?
- Should we include a detailed list of accomplishments (volunteer)?
- What is missing from our action items?
- How do we want to prioritize next year's work?

The SLAC WWW Coordinating Committee Membership

SLAC Nov. 20, 1996

The current membership and representation is shown below:

Member	Represents	Phone Ext, MailStop	Email
Andrea Chan	PEP-II	x3524, MS 17	achan@slac.stanford.edu
Les Cottrell	Central Computing	x2523, MS 97	cottrell@slac.stanford.edu
Lisa Dunn	SSRL	x2057, MS 69	lisa@slac.stanford.edu
Kathryn Henniss	Technical Publications	x4137, MS 68	henniss@slac.stanford.edu
Tony Johnson	ex officio member, Chair of WWW Technical Committee	x2278, MS 71	tony_johnson@slac.stanford.edu
Pat Kreitz (Chair)	Technical Information Services	x4385, MS 82	pkreitz@slac.stanford.edu
Tom Mattison	SLUO and SLAC Experimental Groups	x2802, MS 17	mattison@slac.stanford.edu
Ruth McDunn	ES&H	x3054, MS 84	mcdunn@slac.stanford.edu
Sharon Minton	BSD	x4458, MS 02	sminton@slac.stanford.edu
P. A. Moore	Directorate	x2605, MS 81	xanadu@slac.stanford.edu.
Edgar Whipple	ex officio member, Head of SCS Web Support Group	x2863, MS 97	ewhipple@slac.stanford.edu
David Whittum	Technical Division	x2302, MS 26	whittum@slac.stanford.edu
Steve Williams	Research Division	x2276, MS 80	steve@slac.stanford.edu.

Pat Kreitz and Les Cottrell

ARCHIVES COLL
SERIES SUBSERIES
BOX 1 FOLDER

Stanford Linear Accelerator Center
SLAC Library
(415) 926-2411

Memorandum

To: WWWCC members
From: Pat Kreitz
Subject: 1997 meeting schedule
Date: 1/21/97

The WWWCC meetings are scheduled for the third Tuesday of the month in SCS Conference Room A. The meeting time is 8:30 AM to 10:00 AM.

Please email me agenda items a minimum of four working days before the meeting if you have something written for the members to review in advance, two working days before the meeting if your agenda items requires no advance work by the committee. (I'll try to keep to this commitment too!)

The following is a list of the scheduled meeting times:

Tuesday, January 21
Tuesday, February 18 -- reschedule for Tuesday, Feb. 11th, @ 8:30 AM
Tuesday, March 18
Tuesday, April 15
Tuesday, May 20
Tuesday, June 17
Tuesday, July 15
Tuesday, August 19
Tuesday, September 16
Tuesday, October 21
Tuesday, November 18
Tuesday, December 16

see revision @ wwwcc/working

DRAFT -- WWWCC Ad Hoc Ctte. to revise Highlighted and Detailed Home Pages

(for the purpose of this discussion, I'm going to refer to the joint highlighted/detailed home pages from this point on as the technical home pages.)

I propose that we establish a small ad hoc committee with a limited term which would be charged to review the purposes, contents, and categories of the present technical home pages and recommend a comprehensive revision. It has been almost 2 years since the last major revision (which moved us to the Two-Home-Page model with the present categories). Since then, SLAC's Web content, use, and expertise has evolved significantly.

CHARGE:

Review the SLAC technical home ages to determine:

1. Is the assumption that a 'technical' home page, distinct from the Welcome 'general public as audience' home page still valid?
If yes, does the audience of the technical home page need clarification and/or expansion? Is it addressing the needs of all the communities that do/should use it?
If no, what changes do you recommend?

2. Do we still need the two-page model for the technical home page?
If yes, what should be the relationship(s) between the two technical pages?
(see section explaining SLAC CORE PAGES in "Introduction to WWW"
at http://www.slac.stanford.edu/slac/www/how-to-use/intro)
If no, what should be the new model?

3. How should the information be organized on the technical home page?

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PROCESS:

1. The committee needs to remember that the SLAC technical home page, at a minimum, has two important functions: it is intended as a key tool for SLAC to communicate, share information, and conduct SLAC business; it also plays a critical role in representing SLAC to our users and the external scientific and technical community. A well-balanced review of the design and content should be informed by the broadest understanding of the needs, equipment, and expertise of the targeted user groups. The committee should feel free to call upon individuals and groups to help it in its research and discussions.

2. As part of the process, the ad hoc committee should examine the technical home page users' survey responses (draft at: wwwcc/working/techpg/survey) and should explore appropriate home pages from other sites.

3. The Ad Hoc committee should keep the broader membership of the WWWCC aware of its progress and be prepared to present conclusions/proposals to the WWWCC at the meeting on _____?

4. Once the WWWCC has approved the committee's recommendations, the revised technical home page will be reviewed/approved by the ADCC and Burt Richter.

MEMBERSHIP--who else either in or outside of the ctte??:

1. Tom Mattison (chair)
2. Joan Winters
3. Kathryn Henniss
4. Tony Johnson
5. Pat Kreitz
6. SSRL??

Working Rules for the Design and Management of the Highlighted and Detailed Home Pages (Technical Pages) 1/20/97
(drafted from discussions by Joan Winters; and Pat Kreitz)
ver. 1.0 JW 12/95 ver. 1.1PK 1/97 (w/o reaction and additions yet from JW)

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1. The contents of both pages are organized into categories. The categories are defined first by an attempt to gather together links that are either used by both SLAC-internal users and external users or used by primarily external users. The majority of these links are cluseterd into two categories: 'Research' and 'Information from SLAC'. However, this is only a rule-of-thumb since some authors/groups may not divide their web pages and may have internally-focused administrative information as well as broadly-aimed user information on the same page. It is recognized that not all page producers may have the time, resources, or need to produce two sets of pages!

- Examples of externally-facing categories are: 'SLAC Research Programs'; 'Information from SLAC'; and 'Useful Information Elsewhere'. A specific example is the SPIRES Databases which are of value to the SLAC working community wherever it may be as well as the worldwide HEP community.
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2. The contents and location of items on the H/D home pages are the joint responsibility of the 'technical' home page owner, Joan Winters and the WWW Coordinating Committee, represented on a daily basis by Pat Kreitz, WWWCC chair. Joan Winters manages requests for links to these two pages and refers conflicts or problems with individual requests for links or placement of links to Pat Kreitz for resolution. Pat will work with the individual page author's WWWCC representative as necessary and will keep him/her informed of the issue and its resolution.
3. All direct links from the 'technical' home pages shall comply with the Web Author Policies collocated on the "WWW Support" page.
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c. An item may be included on the highlighted home page as an active link due to a variety of considerations:
-- use statistics, i.e., it is most efficient to have a heavily-used tool one link away;
-- policy, e.g., although most SSRL users know and use SSRL's home page, it is important that a top-level collection of links at SLAC features a prominent link to SSRL;
-- pragmatic concerns, e.g. emergency/safety information, which we hope will never show up very high on use statistics, yet needs to be gotten to quickly when it may be needed.

2. Detailed Home Page:

a. The detailed home page will mirror the information linked to from the highlighted home pages and the secondary highlighted home pages.
b. However, because of space and presentation considerations, more acronyms or abbreviations may be used on the detailed home page than are used on the highlighted entries for the same items.

WSC Mtg Agenda 1/9

Received: from SLACVM by SLACVM.SLAC.STANFORD.EDU (Mailer R2.08 R208004) with BSMTP id 3218; Mon, 06 Jan 97 09:03:45 PST
Received: from serv05.slac.stanford.edu by SLACVM.SLAC.STANFORD.EDU (IBM VM SMTP V2R1) with TCP; Mon, 06 Jan 97 09:03:44 PST
Received: from DIRECTORY-DAEMON by SERV05.SLAC.STANFORD.EDU (PMDF V5.1-4 #16063) id <01IDVY9Z8WE80012XJ@SERV05.SLAC.STANFORD.EDU>; Mon, 6 Jan 1997 09:04:47 PST
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Received: from bsd-sminton2 ("port 1135"@BSD-SMINTON.SLAC.Stanford.EDU) by SERV05.SLAC.STANFORD.EDU (PMDF V5.1-4 #16063) with SMTP id <01IDVY9EA7GO000YN6@SERV05.SLAC.STANFORD.EDU> for wsc@SLAC.Stanford.EDU; Mon, 06 Jan 1997 09:04:17 -0800 (PST)
Date: Mon, 06 Jan 1997 09:02:44 -0800
From: Sharon Minton <sminton@SLAC.Stanford.EDU>
Subject: WSC Issues
Sender: wsc-owner@MAILBOX.SLAC.Stanford.EDU
X-Sender: sminton@popserv.slac.stanford.edu
To: wsc@SLAC.Stanford.EDU
Message-id: <2.2.32.19970106170244.00376dc4@popserv.slac.stanford.edu>
X-Envelope-to: pkreitz@SLACVM.SLAC.Stanford.EDU, redfield@SLACVM.SLAC.Stanford.EDU, WINTERS@SLACVM.SLAC.Stanford.EDU
MIME-version: 1.0
X-Mailer: Windows Eudora Pro Version 2.2 (32)
Content-type: text/plain; charset="us-ascii"
Precedence: bulk

I hope everyone had a great holiday...welcome back! As a result of our first meeting, I am distributing the following list of WSC Issues for your comments/ suggestions/additions/etc. Take a look at the list and add or remove items. It would be very helpful if you would prioritize issues so we can get a handle on where to start and how and with what to proceed.

Our next meeting is scheduled Tuesday, January 14, at 1:30. I will post an agenda prior to the meeting.

WSC Issues:

1. Gaps in SLAC WWW information and/or documentation
2. Division/Department needs (i.e., training, equipment, software)
3. What's right/What's wrong with SLAC Web space
   Some comments from our last meeting: consistency, common reference
4. Web Users Group (formerly SWUG)
   Formal group?
   Informal, with online dialog through discussion group?
   Speakers, demos, etc.

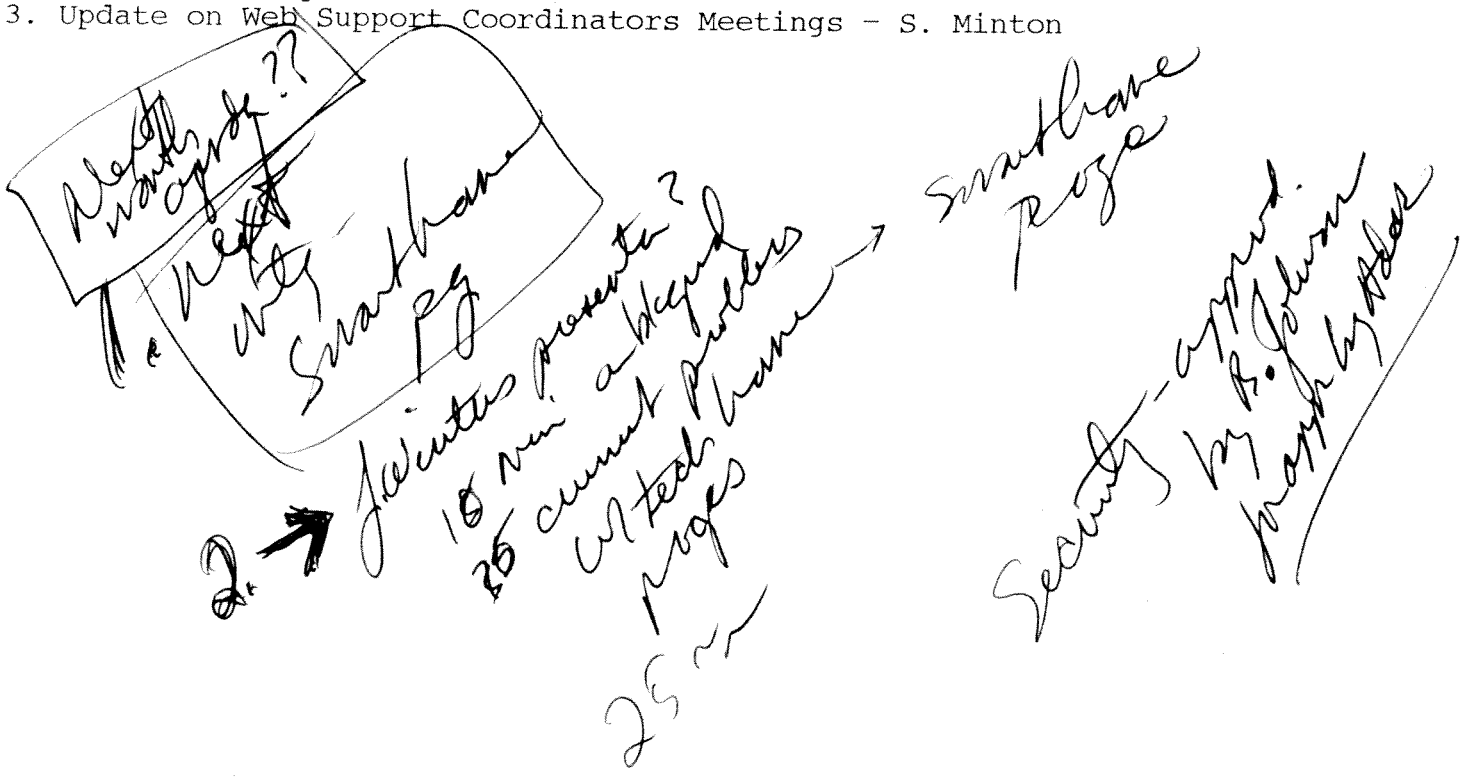
5. Guests to answer WSC questions/concerns
   WWWCC rep
   WWW Tech Committee rep
   Computing Security Committee
   Individual Home Page Policy
   Others?

Sharon Minton
Stanford Linear Accelerator Center
Business Services Division/Information Resources Mgmt.
(415)926-4458 or Page (415)232-0265
FAX: (415)926-5360

Jan 9 7M TG

Received: from SLACVM by SLACVM.SLAC.STANFORD.EDU (Mailer R2.08 R208004) with BSMTP id 4636; Fri, 17 Jan 97 15:30:20 PST
Received: from SERV03.SLAC.STANFORD.EDU by SLACVM.SLAC.STANFORD.EDU (IBM VM SMTP V2R1) with TCP; Fri, 17 Jan 97 15:30:18 PST
Received: from DIRECTORY-DAEMON by SERV03.SLAC.STANFORD.EDU (PMDF V5.0-6 #10979) id <01IEBOX0N71C001B0W@SERV03.SLAC.STANFORD.EDU>; Fri, 17 Jan 1997 15:29:55 -0800 (PST)
Received: from SLACVM.SLAC.STANFORD.EDU (MAILER@SLACVM) by SERV03.SLAC.STANFORD.EDU (PMDF V5.0-6 #10979) id <01IEBOWFP15C001A9L@SERV03.SLAC.STANFORD.EDU>; Fri, 17 Jan 1997 15:29:25 -0800 (PST)
Received: by SLACVM (Mailer R2.08 R208004) id 4632; Fri, 17 Jan 1997 15:27:42 -0800 (PST)
Date: Fri, 17 Jan 1997 15:16 -0800 (PST)
From: "Patricia Kreitz (415) 926-4385" <pkreitz@SLAC.Stanford.EDU>
Subject: WWWCC Agenda: 1/21/97 8:30AM
To: achan@SLAC.Stanford.EDU, henniss@SLAC.Stanford.EDU, cottrell@SLAC.Stanford.EDU, pkreitz@SLAC.Stanford.EDU, mcdunn@SLAC.Stanford.EDU, sminton@SLAC.Stanford.EDU, whittum@SLAC.Stanford.EDU, steve@SLAC.Stanford.EDU, xanadu@SLAC.Stanford.EDU, lisa@SLAC.Stanford.EDU, tony_johnson@SLAC.Stanford.EDU, mattison@SLAC.Stanford.EDU, ewhipple@SLAC.Stanford.EDU
Message-id: <01IEBOWGD57M001A9L@SERV03.SLAC.STANFORD.EDU>
X-Envelope-to: ACHAN@SLACVM.SLAC.Stanford.EDU, pkreitz@SLACVM.SLAC.Stanford.EDU
Content-transfer-encoding: 7BIT

1. Review of draft charge to Ad Hoc Committee to Revise the SLAC Highlighted/Detailed Home Pages (to be posted to the WWWCC's documents area: http://www.slac.stanford.edu/slac/www/wwwcc/working on Saturday and distributed at the meeting)
2. Review of draft lab-wide survey of users of highlighted and and detailed hoem pages (created by PA Moore) to be distributed at the meeting also.
3. Update on Web Support Coordinators Meetings - S. Minton



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MEMBERSHIP--who else either in or outside of the ctte??:

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2. Joan Winters
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4. Tony Johnson
5. Pat Kreitz
6. SSRL??

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SLAC May 8, 1997

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~~Ruth McDunn~~	ES&H	~~x3054, MS 84~~	~~mcdunn@slac.stanford.edu~~
~~to be appointed~~	BSD	x??, MS 02	to be appointed
P. A. Moore	Directorate	x2605, MS 81	xanadu@slac.stanford.edu.
Rick Tankersley	Technical Division	x3635, MS 90	rickt@slac.stanford.edu
~~Edgar Whipple~~	ex officio member, Head of SCS Web Support Group	x2863, MS 97	~~ewhipple@slac.stanford.edu~~
Steve Williams	Research Division	x2276, MS 80	steve@slac.stanford.edu.

Pat Kreitz and Les Cottrell

Dennis? Bill Johnson

x2660 MS02

wbj@ ____

Keith Reynolds 4572 MS84

Keith@ ____

WWW Support

SLAC Welcome | Highlighted Home | Detailed Home | What's New
Search | Phonebook

Users

Policies

- Appropriate Use of the WWW at SLAC
- Individual Home Page Policy
- Web Security Policies

Browsers

- Browsers, Recommended
- Helper Applications*
- Mosaic Tutorial*
- Netscape Tutorial*

Resources

- Bibliography
- The Internet Education Clearinghouse Web Site*
- Introduction to WWW at SLAC
- WWW Support Coordinators (WSC)
- WWW Users' Group (under development)

Authors

Policies

- See Above -- ***Users Policies***
- Privacy and Confidentiality (revision underway)
- Required and Recommended Page Elements
- Rights and Responsiblities of Web Authors

Authoring and Installation

- Brief SLAC Style Guide (under development)
- Graphics - Tutorials, Sources, and Image Maps
- Guidelines for WWW Graphics at SLAC (under development)
- HTML - Tutorials, Style Guides, and Utilities
- How to Install Pages in the Production SLAC Web
- Mac-based Web Authoring at SLAC
- PC-based Web Authoring at SLAC
- Resources for WWW Developers
- WWW URL and File Naming Scheme

Support Coordinators

- WSC Alta Vista Forum
- Coordinator List
- Home Page
- Rights and Responsiblities of SLAC WWW Support Coordinators (WSC)

Management and Support

Committees and Groups

- WWW Users' Group (under development)
- WWW Coordinating Committee (WWWCC)
- WWW Technical Committee (WWW Tech)

Documents

- SLAC WWW Strategy - Draft

WWW Support | Stanford

* Off-site link. Please notify page owner if link becomes invalid.

Feedback? *Last Update: May 15, 1997 -- McDunn*

Institutional Data at SLAC

Working Group

Last Revised: 12 June 1997

Page Contents

- Charge to the Committee
- Membership List

Charge to the Committee

The Institution Data at SLAC Working Group will define what constitutes SLAC's institutional data bases, who owns them, and determine how they should be maintained and accessed.

Membership List

- K. Heidenreich, Chair, SLD
- K. Campbell, Personnel
- A. Chan, PEP/SCS
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Questions / comments to Karen Heidenreich

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Last Revised: 12 June 1997

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Questions / comments to Karen Heidenreich

June 2, 1997

To: Distribution
From: P.A. Moore
Subject: Communication Channels at SLAC

Have a message to send to the SLAC community about your group or an upcoming event? Don't know how to get the word out?

Here are various methods for news dissemination at SLAC **listed from most easily and readily available to most restricted.** Consider the message you are sending, and the audience you wish to reach, as you consider the various communication methods listed below.

Please remember also that SLAC is federally funded and that government resources are only for authorized SLAC activities and events. Misuse of government resources can have undesirable consequences.

Flyers

Flyers are the most commonly used method to publicize an event. If the event is within your department or division, then duplication, distribution and posting of flyers could be handled by a department administrator. The flyer should include all important information -- who, what, when, where, why and how. Listing the name and phone or email of a contact person is also useful.

For authorized site-wide events approved by Personnel or the Director's Office, staff in Document Control (ext. 4307 -- located on the ground floor of the A&E Building) will duplicate enough copies to send to everyone at SLAC. However, there are DOE restrictions regarding amounts that can be duplicated, so be sure to check with Document Control in advance of your event. After duplicating, they will deliver the copies to the mail room for distribution.

Flyers may be posted around the site, but if you post flyers, please remove them after the event.

The Interaction Point

News items or events that you know about in advance can become articles for *The Interaction Point*. Call Vickee Flynn (x4208) about your proposed topic. Send stories email to flynn@slac.stanford.edu. The deadline is the 10th of the month.

Distribution Lists

Many departments or divisions have their own internal lists, hard copy and /or electronic, for sending mail within a limited set of people. Contact your department administrator to access such lists. Personnel also has various categories of lists depending on the audience you wish to reach.

See the Web page at http://www.slac.stanford.edu/comp/net/email/email.html for information about mailing lists, mail servers, and what to do with unwanted email.

Web Announcement

For an announcement on the SLAC Home Pages, prepare a Web page with a description of the event and all the details. Then fill out the announcement request form on the Web at <www.slac.stanford.edu/slac/announce/slaconly/>. Your message will be approved and posted within 48 hours and will remain posted for up to two weeks.

NetNews

Netnews is a very common communication channel for people who work at computers. Some people monitor specific news groups of interest to them (independent of what platform they are using). To post a notice, activate your NetNews reader and send a carefully composed message to the appropriate group(s) for your event.

To Reach SLAC and SSRL User Groups

Ree Dufresne at ext. 3780 (ree@slac.stanford.edu) can help with email to the SLUO group. Suzanne Barrett at ext. 3191 (barrett@slac.stanford.edu) can help with SSRL user lists.

RESTRICTED DISTRIBUTION SYSTEMS

Site-Wide Messages

A "Newsflash" is site-wide electronic mail that can be sent to all email users for items that are short, urgent, newsworthy and have importance to the majority of SLAC staff.

Site-wide voice mail should be used only in case of extreme emergency, since it has a greater impact on recipients who may be in the field, on pagers, or working on different shifts. This system may be tested annually using a non-urgent message.

The "All Hands" mailing is strictly reserved for the Director of SLAC and may be in the form of a memo, electronic mail, or voice mail.

For information or more details on any of these restricted systems, please contact P.A. Moore at ext.2605 or xanadu@slac.stanford.edu.

97/07/22
15:26:33

www-cc

1

From ewhipple@SLAC.Stanford.EDU Tue Jul 22 15:26:33 1997
Date: Tue, 22 Jul 1997 15:13:12 -0700
From: Edgar Whipple <ewhipple@SLAC.Stanford.EDU>
To: 'John Halperin' <jxh@MAILBOX.SLAC.Stanford.EDU>,
"'pkreitz@slac.stanford.edu'" <pkreitz@SLAC.Stanford.EDU>,
"'tony_johnson@slac.stanford.edu'" <tony_johnson@SLAC.Stanford.EDU>
Cc: "'cottrell@slac.stanford.edu'" <cottrell@SLAC.Stanford.EDU>
Subject: RE: Do you have a way to help?

I merged John's latest scan results with those that he had produced earlier. (Merging resu
lted in 98 hosts in the table, and not the 84 active nodes reported in the latest scan. I
took the merge approach, since the nodes that at one time had a server up might reappear a
t some time.

Anyway, the page

http://www-sldnt.slac.stanford.edu/ewhipple/port80_server_administrators.asp

shows the Webmaster (as identified by me by scanning the servers main page manually) and a
lso the primary user and system administrator as logged in the CANDO database.

The SQL query that is used to generate this page is embedded (as a Bot) in the .ASP source
, but I believe that it is properly represented also as the file

port80_servers_administrators_table_query.sql

in the directory ~ewhipple/web/.

If anyone wishes to construct a mailing list, then this query could be used as is or modif
ied as necessary. There are also a couple of other scripts in that same directory that hel
ped me load data, et cetera.

-----Original Message-----
From: John Halperin [SMTP:jxh@MAILBOX.SLAC.Stanford.EDU]
Sent: Monday, July 21, 1997 4:27 PM
To: ewhipple@SLAC.Stanford.EDU; pkreitz@SLAC.Stanford.EDU
Cc: tony_johnson@SLAC.Stanford.EDU; Les Cottrell
Subject: Re: Do you have a way to help?

> Edgar,
> John, Tony and I are working on the memo to go out to all
> 'unregistered' server owners (or the persons who are responsible for the
> servers). We rememberd that you had mentioned some scripts you could run
> to identify "who" (email address/name) was the actual person who was
> officially responsible for a particular server running on port 80.
> Are we remembering correctly? If so, can you help us by running your
> script(s) against John's list of port 80 servers? We'd like to get this
> emailing list this week and send out the emails Friday.

I've appended the latest list of 84 servers from the 7/17 scan.

--
John Halperin <jxh@SLAC.Stanford.Edu>
SLAC Network Group (Stanford Linear Accelerator Center)

---

axp-wks	ssrl
dec-wks	bl713
dec-wks	ssrlnt2
ibm-main	slacvm
ibm-wks	oracle
intergraph	mdismp01
mac	ad-maint

mac	conifer
mac	dptmac
mac	ngymac3
mac	pepii-rogers1
mac	pepii-wienands1
mac	rose
mac	www-bfactory
next	egnext1
pc	ad-212-p0
pc	ad-rkj
pc	amss3
pc	anarchis
pc	ares
pc	atalanta
pc	atfun
pc	athena
pc	bbr-bionta
pc	bbr-design6
pc	bbr-doyle
pc	bbr-ge1
pc	bbr-tas
pc	bigdog2
pc	cd-server1
pc	charm
pc	cochiti
pc	crom
pc	cryocon2
pc	cryops01
pc	cur486
pc	dirac
pc	dropzone
pc	eru
pc	further
pc	kly52
pc	klysrv
pc	luna
pc	mach1
pc	magserve
pc	mdntpc01
pc	mfdserv1
pc	michelle
pc	miwok
pc	pbpc
pc	pcd-one
pc	pepii-leung
pc	perun
pc	phihemi
pc	rdpc
pc	seto
pc	shasta
pc	slac01
pc	slcp0
pc	sldnt0
pc	ssrlnt3
pc	sumiyaki
pc	surfer
pc	tenino
pc	vervain
pc	wiscpc1
pc	wormwood
pc	www-sldnt
pc	zapper
sgi	biosg1

sgi	biosg2
sgi	bl913
sun-wks	beppo
sun-wks	cadsun3
sun-wks	cimsun1
sun-wks	helios
sun-wks	www1
sun-wks	www6conf
vax-wks	slacvx
vax-wks	sldb1
vax-wks	sldb2
vax-wks	sldb3
vax	ssrl01
xterm	bl914

port-80 hosts: 84, hosts polled: 2793.

-G -Phplib

SLAC Activity Groups

SLAC employees and users are encouraged to pursue their physical, cultural, educational, and social interests through official Laboratory sponsorship. Both on-site and off-site activity groups may be sponsored by the Personnel Department. For further information about sponsorship, call x2358 or send email to: Bernie Lighthouse.

Policies

Because SLAC is a federally funded institution, the Laboratory must ensure that all SLAC-related activities, whether officially sponsored or informal, contribute to the mission of the Laboratory and do not violate established Lab policy or guidelines. To avoid inappropriate use of SLAC facilities and resources, both official activity groups and informal activities or groups must adhere to the following guidelines:

1. Activities must be planned and implemented on non-work time.
2. Activities must not be political in nature. For example, groups may not advocate political issues, candidates, or conditions of employment.
3. Activities must not violate established Laboratory policies and guidelines, such as those against discrimination or the abuse or misuse of government property or resources.

Advantages of Official Sponsorship

The Personnel Department officially sponsors groups that are composed primarily of SLAC employees and/or users whose efforts promote positive morale and communications at SLAC and who open their activities to all within the SLAC community who are interested in participating. Officially sponsored SLAC activity groups receive the following benefits:

- use of SLAC's name, acronym or logo;
- use of SLAC facilities for meetings and activities;
- use of SLAC's normal internal media channels to advertise events;
- use of the SLAC Web to provide information to their group members and the broader SLAC community.

Using the SLAC Web

Official activity groups wishing to create Web-accessible information using SLAC Web space must first identify an individual in the group who will be responsible for maintaining the group's Web information and AFS space. After becoming familiar with the Web policies and resources listed on the WWW SUPPORT page, this person should discuss plans and space needs with the Personnel Web Support Coordinator who will set up the group's initial space. The group is responsible for ensuring all Web-accessible information meets Directorate and SLAC-wide guidelines for style, appropriateness, and accuracy.
The Personnel Department, as sponsor of activity groups, reserves the right to ensure that activity groups are using the Web, as well as other SLAC resources, appropriately.

Bernie Lighthouse Last modified: 24 Jul 1997

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- ☐ use of SLAC's name, acronym or logo;
- ☐ use of SLAC facilities for meetings and activities;
- ☐ advertise events and activities through normal media channels to the SLAC community.

Using the SLAC Web

Official activity groups (have received Personnel Dept Sponsorship) wishing to create Web-accessible information using SLAC Web space must first identify an individual in the group who will be responsible for maintaining the group's Web information and AFS space. After familiarizing him or herself with the Web policies and resources ~~collected together~~ on the ~~WWW~~ SUPPORT page, this person should discuss plans and space needed with the Web Support Coordinator for the Personnel Department.

The group is responsible for ensuring all Web-accessible information meets Directorate and SLAC-wide guidelines for style, appropriateness, and accuracy. The Personnel Department, a coordinator of activity group sponsorship, reserves the right to ensure that activity groups are using the Web appropriately.

HTML Owner: Pat Kreitz

To → From Bernie Lighthouse

Report of the Ad-Hoc Committee on the SLAC Home Page(s)

December 11, 1997

Introduction

The SLAC WWW Coordinating Committee established an ad-hoc committee in January 1997 to review the present SLAC Home Pages and recommend revisions if appropriate. The membership is Lisa Dunn, Kathryn Henniss, Tony Johnson, Ruth McDunn, Christine Quinn (Stanford), David Steele, Yolanda Wackerman, Joan Winters, and Tom Mattison (chair).

At present, SLAC has three "Home Pages": the Welcome page <http://www.slac.stanford.edu>, the Detailed page <http://www.slac.stanford.edu/detailed.html>, and the Highlighted page <http://www.slac.stanford.edu/highlighted.html>. The Welcome page is intended for the general public. The "working" pages are intended for SLAC's scientific community (on-site and off-site) and the SLAC staff

The contents and arrangement of items on the working Home Pages are at present the joint responsibility of the page maintainer (Joan Winters of SCS) and the WWW Coordinating Committee (WWWCC) chaired by Pat Kreitz of Technical Information Services. The present policies are posted on the Web. The Welcome page is maintained by Kathryn Henniss of Technical Publications with its own advisory committee. Content of the SLAC Announcements page is approved by P. A. Moore of the Director's Office and the page is maintained by Kathryn Henniss.

The charge of the committee was to

1. Review the distinction between the Welcome page and the two working Home Pages,
2. Review the selection and organization of the information on the working pages,
3. Review the criteria for selecting links on the Highlighted page,
4. Review the ownership issues related to the working pages, and
5. Make recommendations for future home-page review committees.

This report and the accompanying prototype new Detailed and new Highlighted pages is submitted to the WWWCC for approval, and subsequent submission to the Associate Director's Committee on Computing and the SLAC management.

Methodology

Survey

P.A. Moore of the Director's Office designed a survey to evaluate the working pages, which was circulated via email and on the Web at the top of the working Home Pages as a SLAC Announcement.

- Which home page do you use most often and why? (Choose one and comment.)
  - Detailed because...
  - Highlighted because...
  - Neither because...
  - Other because...
- What changes would you like to see on the home page you use?
  - For example, what can't you find?
  - Is there something mislabeled or located in a user-UNfriendly location?
- What link do you use frequently that you feel should have a different location?
- What is missing from the SLAC Detailed or Highlighted Home Page that you think should be present?
- Please add other comments which you think will help the Committee in its review of the SLAC Home

Pages.

There 72 replies to the survey, 63 by email and 9 by the Web form. However, the email replies often did not answer the questions very directly and were thus sometimes difficult to evaluate.

The Detailed home page was favored over the Highlighted page by about 2 to 1. Responders often strongly disliked the page that they did not use. Some found the Detailed page to be too long, dense, and difficult to read. Others liked being able to see everything on one page rather than searching up and down the hierarchy of sub-pages. There were more users of Other/Neither than of Highlighted, indicating that users are becoming more sophisticated about changing their default home page.

A frequent request was for faster access to the SLAC phone directory (in fact many responders have set that as their browser's default). There is already a phone directory graphical button at the top of the Home Pages, but many users were unaware of it. Users also wanted to just type in the name and hit carriage return rather than having to hit the submit button with the mouse.

The stores catalog, purchasing and requisitions databases were frequently mentioned as being important but hard to find.

Committee discussions

The ad-hoc Committee was constructed to be roughly representative of the SLAC community as well as the SLAC Web support community. We discussed the results of the Survey and our own opinions of the SLAC Web and how it might be managed and improved. On some of the issues in the charge we were able to reach a concensus quickly. The second part of the charge, regarding selection and organization of the information on the working Home Pages, took most of the time, and unanimity was of course not possible.

Much of the ad-hoc Committee's time was spent in the development and evaluation of prototype pages, both for selection and categorization of links, and for layout and usability issues. The focus was on the Detailed page, for the practical reason that it contains all the links in question, and also because the survey results showed that it is more frequently used. Most Committee members made several versions of the Detailed page with their own ideas on categorization and layout.

Card Experiment

At the WWW6 conference, some committee members learned about a method used by Jacob Nielsen to help revise the information categories for the Sun Microsystems internal web-site. Users are given a set of cards each containing one link from the page and are asked to group the cards and name the groups.

We did this card experiment with 10 subjects (many from within the committee). In addition to the information categorization aspect, we also asked the subjects to rank the importance of each link on a scale from 5 (vital) to 1 (don't need) or zero (don't know what it is). The detailed results are available on the Web.

The experiment largely validated the proposed categorization (which is rather similar to the existing categorization), although the subjects naturally chose a variety of different labels.

The ranking of links was interesting. The top 5 links were phone directory, Annoucements, Search, Stanford, and WWW Support. Organizational Charts, Site Maps, Telephone Services, Windows NT, Administrative Handbook and Getting Started at SLAC were also highly ranked. Many of the physics experiments that are presently at the top of the working Home Pages were ranked very low. However, it should be noted that the instructions specified that the ranking should be by importance to the subjects' own job, not by perceived importance to SLAC as a laboratory, and that most subjects were from the Web development community rather than the scientific community. This may also contribute to the high rank of WWW Support.

Findings

Welcome Page vs Working Page(s)

We quickly reached concensus that the Welcome page vs. Working page(s) distinction was sound. We also concluded from the survey results that we could not justify elimination of either the Detailed working page or the Highlighted working page in favor of the other. While this is an extra burden on the page maintainer, the present maintainer (Winters) is a committee member and agrees that it is justified.

Page Layout and Technology

The links on the present Detailed page are done with text and very elementary HTML formatting. This has the advantage of fast loading, compatibility with very primitive browsers, and produces a usable layout even in small or oddly-shaped windows. The Committee agreed that while these are virtues for such a utilitarian page, the resulting long horizontal strings of links can be hard to scan by eye.

We note that nearly all users now have browsers that support tables. The "SLAC Announcements" box on the present page is implemented as a nested table and we are aware of no complaints from users about it. Tables allow a multi-column bullet-list format for the links on the Detailed page, which improves readability without greatly increasing the page length. With a bit of attention to the construction of the table HTML, this even works for browsers that do not support tables, and is usable in oddly-shaped windows. We have constructed and evaluated many prototype Detailed pages, and decided that two columns of links, with main category labels spanning the full page width, worked best.

The survey results indicated that the SLAC Phonebook is a very important use of the Web, and that users are not completely satisfied with the present arrangement. We propose adding a text-input box to allow last-name-only phonebook searches directly from the working Home Pages. Since it is a single box, a carriage return will start the search.

We did not feel that the present red button-bar arrangement is a particularly successful navigation feature. It uses a lot of screen space and bandwidth but is not very readable, and according to the survey is frequently not even recognized as being a navigation feature. A column of text links, or a row a text links separated by vertical lines or square brackets works better. We propose to navigate between the pages with a vertical text list in the upper right corner of each page.

We propose to change the list of top-level pages that are accessible from this column of text links and that should share a common style. We add the SLAC Announcements page as clearly being an important top-level page. We also add SPIRES as being among the most frequently-accessed SLAC web services, particularly from off-site. We drop the "What's New" page as not being of central importance. Of course we retain the Welcome and two working Home Pages and the Search page.

We propose to add a navigation feature to each sub-page below the Highlighted page in the form of text links to the other sub-pages. This allows users to jump from directly from sub-page to sub-page, rather than going back up to the main Highlighted page, scrolling to the link to the next sub-page, and following it to the sub-page.

While frame-aware browsers are becoming common, we feel that frames are not a positive development in HTML and should be avoided for the SLAC Home Pages. Frames fragment the user's window and make it more difficult to design a page that is usable at an arbitrary window size. They also complicate bookmarking and printing. Nearly any positive feature of frames can be adequately simulated by careful design of non-frame pages.

While Javascript and Java-aware browsers are becoming more common, not all users have the feature activated, and SLAC discourages this for security reasons at present. There are also performance issues with Java and Javascript. We feel that the Home Pages should not rely on them for any essential features.

We discussed the customizable "Smart Home Page" concept, which allows the user to expand or compress some sections of the page. There is an unmaintained prototype available. Such an approach would address some layout and clutter issues with the Detailed page, possibly making the Highlighted page obsolete. Further development would would be required for a complete evaluation. It is rather likely that future developments in HTML or server technology will deliver comparable features in an industry-standard fashion. While the concept is promising, we felt that it was important to produce improved SLAC home pages with existing technology.

Information Categorization

The "Research" category and its placement at the top of the list was not controversial, but the sub-categories and their labels have been changed after much discussion. The links to SSRL have been clustered together to increase their visibility.

We propose that the "SLAC Institutional Information" category be re-named "Working at SLAC" and "Information from SLAC (including SPIRES Databases)" be renamed "Scientific Information", with transfer of some links between the categories and changes in the subcategories. The committee recognizes that neither the previous labels nor the present labels are strictly mutually exclusive, so some links could logically belong under the both labels. But we feel that the new category labels express the existing distinction better.

We believe that much more of the scientific output of SLAC should be visible on the Web. To this end we propose an explicit "Scientific Publications" sub-category under the re-labelled "Scientific Information" category.

The computing category is problematic. The Web is much less synonymous with computing than it was a few years ago, and many feel that computing is now just part of "Working at SLAC". There is a great deal of computer documentation and policy information on the SLAC Web, but we feel that it is not now organized in an accessible way. When a better user-oriented SLAC Computing home page exists, the right solution is probably a high-level link to that page. But in the meantime, a separate "Computing" category on the SLAC Home Pages provides a place for selected links to serve this purpose. However, we propose to drop the "and Communications" part of the category label and move the communications links to "Working at SLAC".

"Divisions, Groups and Programs" has been re-labelled "Organization" with few other changes. We note that there are many organizational units within SLAC that do not yet have web pages but probably should, so this category is likely to grow.

One common maintenance problem is for someone to request a link on the Home Pages to a newly-created web page that does not fit well into any existing category, or fits into several, or perhaps should catalyze a significant reorganization of the categories or subcategories. It is also difficult for the page maintainer to remove any links from the Home Pages, because users may have become dependent on them.

We propose the addition of a new category "SLAC Home Page in Transition" to help solve these problems. The "New to the SLAC Web" subcategory allows any new link to be added immediately without agonizing over the category structure. The "Moving Off the SLAC Home Page" category allows links to be removed from the category structure but still be findable so users can make their own bookmarks to them before they vanish.

The links in the "Transition" category should be carefully tracked by server statistics. The statistics can demonstrate whether a new link is actually being used and thus merits being on the Home Page, or whether a link that was throught to be little-used and proposed for removal is actually used often.

We agreed that given the present state of Web indexing and search engines, and the sophistication of users, there is little need for the category "Useful Information Elsewhere" to be on the SLAC home pages. These links can be temporarily placed in the "Moving off the SLAC Home Page" sub-category.

Highlighted Page Links

The present Highlighted page uses the category labels from the Detailed page as links to a sub-page per category, along with very brief descriptions of the sub-page contents, and a handfull of selected direct links from the sub-page. It is impossible to choose a set of direct links that is both small and perfect, and it creates a political problem for the page maintainer(s). We feel that the best approach is simply to list on the Highlighted page the subcategories under each category and eliminate the concept of direct links from the Highlighted page.

Ownership and Management

Our committee agreed that the basic model of page ownership shared by a coordinator and a broadly-based advisory committee is a sound one. It is impractial for a committee to write the actual HTML code or to maintain it on a daily basis. But an individual coordinator is unlikely to understand the many different facets and needs of the SLAC community, while a broadly representative committee can. The present working Home Page maintainer is a member of the ad-hoc committee, and the committee proceedings have been an extended example of this model.

In a computer- and technology-intensive environment like SLAC, users increasingly expect to find important information on the Web. But there are obvious gaps in the coverage of the SLAC Web: important organizational units with no page, reference information or databases that could have Web interfaces that do not, etc.

While there are many Web committees at SLAC, with overlapping jurisdiction, the emphasis is on regulation of what appears on the Web, or at best assistance to those who have decided on their own to create pages. There is at present no well-defined mechanism to solicit content for a coherent SLAC Web.

Recommendations

1. Adopt the new working Home Pages

The key changes are the new categorization, and the concept of a table-based layout of the Detailed page. It is recognized that the Home Page Coordinator (see below) should review the details of the design, like color scheme, graphics, fonts, and that there is an effort to produce a more official SLAC logo. However, the selection of a final logo should not be allowed to delay the transition schedule.

Transition schedule

- Coordinator produces final layout, checks integrity
- Two week pre-evaluation period
    - new pages appear at different URLs
    - dual maintenance of old and new pages (Announcements, etc)
    - realistically, few users will try the pages, fewer will comment
- Two month public-evaluation period
    - new pages appear at existing URLs
    - old pages move to different URLs, and are not maintained
    - this is when most comments will be received
    - track server statistics on old pages and links on them
- Normal maintenance of new pages
    - Coordinator and Advisory Committee evaluate comments
    - make appropriate changes in new pages
    - move old pages to archive

2. Allocate one FTE for SLAC Web Site Coordinator

We feel that it is important to acknowledge that the redesign / adjustment process represents an evolutionary process, as the WWW permeates the SLAC, and more material becomes available. The dynamic and evolutionary nature of the project, as well as the increasing scope of the site and the burden of its maintenance and functionality directly impacts the amount of FTE required.

SHP Coordinator responsibilities:

- Where possible and appropriate, promote and maintain informational integrity / consistency in the SLAC Web, using existing resources and channels as appropriate and researching / proposing new ones as needed.
- Maintain existing design, incorporate new submissions
- Manage URL name space related to core site, top-level directories
- Work with WSCs in the management/maintenance of AFS space below the top level as well as the promotion of required page elements on new and existing pages.
- Working with the WWWCC and the WCS, help identify where informational gaps exist within the SLAC Web, and solicit help develop new content in such cases
- Coordinate / develop / schedule / implement plans for redesign as necessary
- Assume primary responsibility for answering / archiving webmaster email; develop a plan for sharing webmaster email with interested and / or responsible parties.
- Provide / manage coherent migration strategies with all redesign efforts
- Develop / maintain/promote a consistent SLAC look-and-feel, using existing site resources and approval processes as appropriate.

A subset of the necessary responsibilities could perhaps be carried out with as little as .5 FTE on a short-term or interim basis, but our feeling is that if SLAC plans to take the Web seriously as a tool for information sharing -- both within and beyond the SLAC community -- a full FTE devoted to content management and development and site design and maintainance is essential.

3. Designate a standing SLAC Web Site Advisory Group

The Advisory Group should be representative of SLAC as a whole and should include people active in the use and development of the Web at SLAC who have an interest in and/or demonstrated expertise with Web authoring. This group could be WWWCC, a subset of WWWCC, WSCs, or another group designated or approved by WWWCC and the Coordinator.

Responsibilities of Advisory Group

- Define the goals and the audience of the Home Page
- Define the categorization of information
- Set the level of tradeoff between esthetics and utility in the page design
- Convene for regular (annual?) review / evalution of the SLAC Website
- Be available to Coordinator as necessary to consult on redesign projects
- Resolve disputes between coordinator and others, as needed.

4. Future Directions

- Better integration of design and management of Welcome page and working Pages
- Reconsider Smart Home Page or similar customization technologies to replace the two-working-page model.
- Develop strategy for researching and implementing a comprehensive and maintainable search utility for the SLAC Web
- Develop protocol and procedure for tracking / archiving webmaster email making archive accessible to the site or at least the WWWCC
- Develop a policy to integrate significant internal sites (e.g., BIS) into the Home Pages
- Improve the Computing web-space internal organization

5. Related Issues

The following issues, though not the responsibility of the Coordinator or the Advisory Committee, are closely related to their ongoing work, and as such bear mention in this report.

An up-to-date server

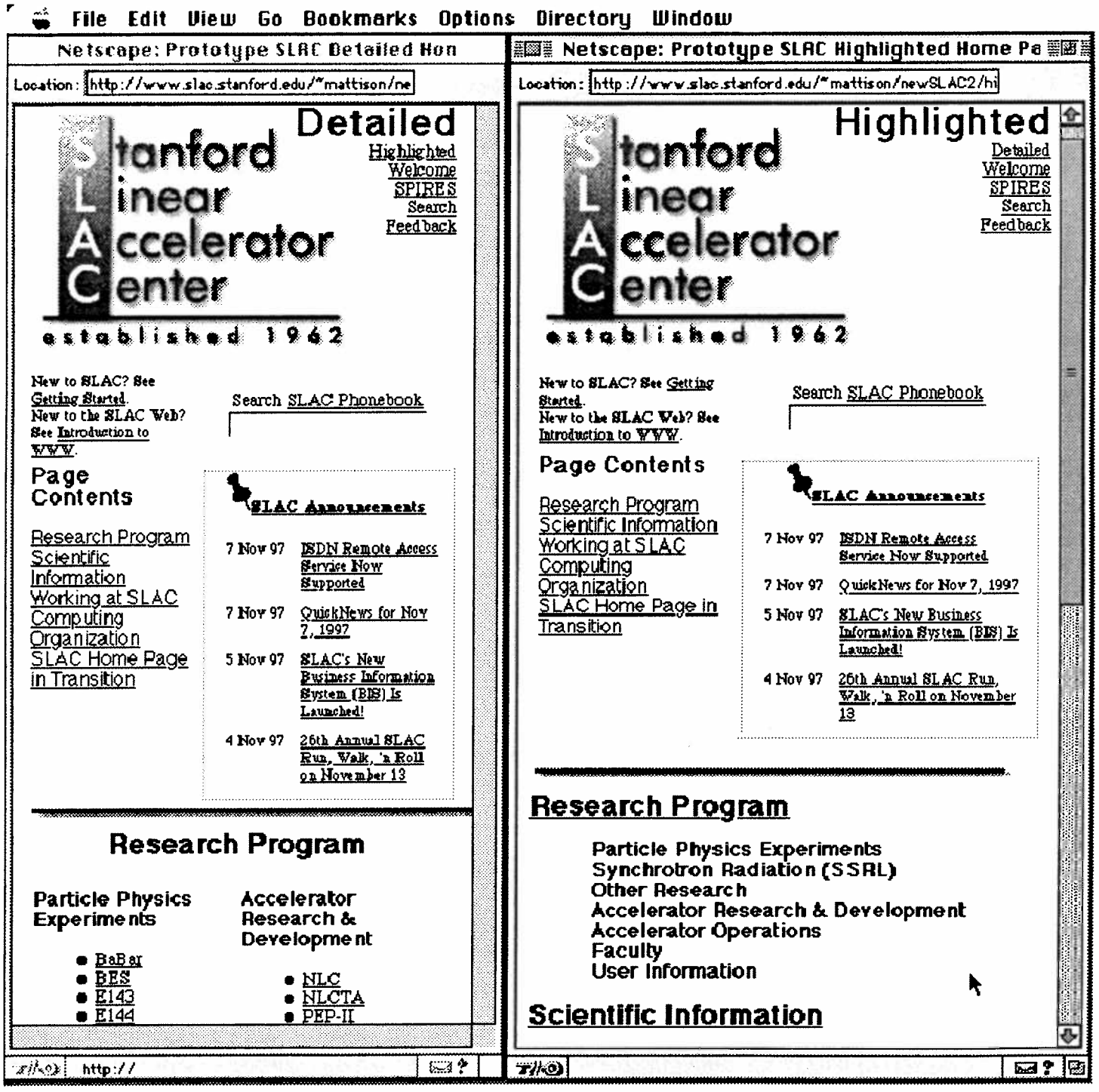
Much functionality and ease of maintenance is possible if SLAC takes advantage of developments in server software development.

Better server logs

The ongoing design and develpment of a large website is facilitated by information about which links on the central pages are most accessed and whether the hits on a particular page are from a link on a central page or elsewhere (e.g., another page, someone's bookmark list). In particular, having log files which include the "HTTP-REFERER" field will provide the SHP Coordintor and Advisory Group with information extremely relevant to future redesign efforts.

Access to server logs

The SHP Coordinator and the Advisory Group will require access to the server logs in order to take advantage of the information contained therein.


File Edit View Go Bookmarks Options Directory Window
Netscape: Prototype SLAC Detailed Hon
Location: http://www.slac.stanford.edu/~mattison/ne
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SPIRES
Search
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Particle Physics Experiments
BaBar
BES
E143
E144
Accelerator Research & Development
NLC
NLCTA
PEP-II
http://
Netscape: Prototype SLAC Highlighted Home Pa
Location: http://www.slac.stanford.edu/~mattison/newSLAC2/hi
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Particle Physics Experiments

- BaBar
- BES
- E143
- E144
- E154
- E155
- mQ
- SLD

Synchrotron Radiation (SSRL)

- Accelerator Physics
- Research Highlights
- SPEAR Status

Other Research

- Particle Astrophysics (GLAST)
- Theoretical Physics

Accelerator Research & Development

- NLC
- NLCTA
- PEP-II
- Polarized Photocathodes
- More Accelerator Research

Accelerator Operations

- Today's Program
- Yesterday's Report*
- PEP-II Program*

Faculty

- SLAC
- SSRL

User Information

- SLAC Users Organization
- SSRL User Information

Scientific Information

Scientific Publications

- BaBar/PEP-II
- BES
- SLD
- SLAC Pubs
- SLAC Reports

Newsletters and Periodicals

- Beam Line
- ICFA Instrumentation Bulletin

HEP Databases

- Bay-Area Seminars
- Conferences
- Current Preprints at SLAC
- E-mail addresses
- Experiments
- Institutions
- LANL E-prints
- SPIRES-HEP
- More (SPIRES) Databases

Programs

- Education
- Summer Institute

About SLAC

- Getting Started
- Maps
- Life at SLAC (a Users Handbook)

Administrative Information

- SLAC Admin Handbook
- Stanford Admin Web
- Stanford Admin Guide

Business Information Services (BIS)

- Welcome
  - BIS Training
  - Buildings
  - Download forms (MS Word 6)
  - Property Control
  - Requisitions
  - Stores Catalog

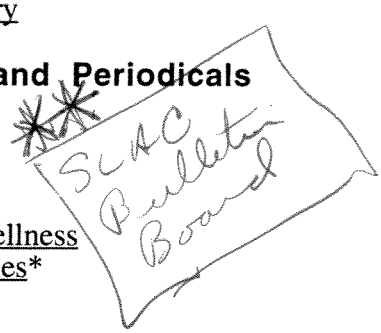
Communications and Directories

- Emergency
- Channels (sitewide)
- E-Mail
- Meeting Rooms
- SLAC Phonebook
- Telephone Services
- Videoconferencing
- More Directories

Internal Databases

- Books
- Buildings*
- Cable Plant (CAPTAR)
- Drawings
- Purchasing (PURCH)*
- Requisitions (ELDREQ)*
- Stores Catalog
- SLACspeak Glossary

Internal Newsletters and Periodicals



- Business Briefs
- Interaction Point*
- Library News
- New Options for Wellness
- Training Opportunities*

Web Forms

- Employment Opportunities
- Property Transfer Form
- ES&H Training Form
- Announcement Form

Computing

General Information

- Introduction
- Services
- Account Form
- Education
- E-mail Routing
- IP Address Form
- Networking
- Network Monitoring Task Force
- Printers (locations)
- Shared Equipment
- Vendors
- WWW Support

Platforms

- Desktop Computing
- UNIX
- VMS

Policy

- General
- Futures
- Security
- Web Policies

Physics Software

- CERNLIB
- FreeHEP
- Physics Tools

Organization

Divisions

- Director's Office (org chart)
- Business Services (org chart)
- Environment, Safety, & Health (org chart)
- PEP-II (org chart)
- Research (org chart)
- Stanford Synchrotron Radiation Laboratory (org chart)
- Technical Division (org chart)

Task Forces and Committees

- ADCC
- ILC-TRC

Groups, Departments, Programs

- Accelerator
- Accelerator Research A
- Accelerator Research B
- Controls
- Experimental Facilities
- Klystron
- Library
- Mechanical Design
- Plant Engineering
- Power Conversion
- Public Affairs
- SCS
- Technical Publications
- Technology Transfer
- Telecommunications
- Theoretical Physics

About the SLAC Home Page(s)

- About the New SLAC Home Page(s)
- About the previous Home Page(s)
- History of the SLAC Home Page
- How to suggest changes or additions to the SLAC Home Page

New to the SLAC Web (not yet categorized)

- CAP '98 conference

Moving Off the SLAC Home Pages

- "Useful Information Elsewhere"
- VM Migration
- SLAC X.500 White Pages
- slac.announce.important
- More USENET News
- Public Information (stays on SLAC Welcome)
  - Welcome
  - Media Info
  - Awards
  - Tours
  - WWW Conference.
- Accelerator Operations ("Yesterday" stays)
  - Today*
  - This Week*
  - This Year*

Moving Off the SLAC Home Page (continued)

- Recent E-Prints (search page stays)
  - Today
  - Yesterday
  - Last Seven Days
  - Week before That
- Conference Database ("This Week" stays)
  - This Month
  - Next Month
  - Next Summer
  - Next Year
- Bay Area Seminars Database ("This Week" stays)
  - Today
  - Tomorrow
  - All Future
  - More Seminars.
- Organization Charts
  - NLCTA
  - SCS
  - Technical Publications
- Anything else that we are considering removing

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New to the SLAC Web (not yet categorized)
Moving Off the SLAC Home Pages

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Report of the Ad-Hoc Committee on the SLAC Home Page(s)

December 11, 1997

Introduction

The SLAC WWW Coordinating Committee established an ad-hoc committee in January 1997 to review the present SLAC Home Pages and recommend revisions if appropriate. The membership is Lisa Dunn, Kathryn Henniss, Tony Johnson, Ruth McDunn, Christine Quinn (Stanford), David Steele, Yolanda Wackerman, Joan Winters, and Tom Mattison (chair).

At present, SLAC has three "Home Pages": the Welcome page <http://www.slac.stanford.edu>, the Detailed page <http://www.slac.stanford.edu/detailed.html>, and the Highlighted page <http://www.slac.stanford.edu/highlighted.html>. The Welcome page is intended for the general public. The "working" pages are intended for SLAC's scientific community (on-site and off-site) and the SLAC staff

The contents and arrangement of items on the working Home Pages are at present the joint responsibility of the page maintainer (Joan Winters of SCS) and the WWW Coordinating Committee (WWWCC) chaired by Pat Kreitz of Technical Information Services. The present policies are posted on the Web. The Welcome page is maintained by Kathryn Henniss of Technical Publications with its own advisory committee. Content of the SLAC Announcements page is approved by P. A. Moore of the Director's Office and the page is maintained by Kathryn Henniss.

The charge of the committee was to

1. Review the distinction between the Welcome page and the two working Home Pages,
2. Review the selection and organization of the information on the working pages,
3. Review the criteria for selecting links on the Highlighted page,
4. Review the ownership issues related to the working pages, and
5. Make recommendations for future home-page review committees.

This report and the accompanying prototype new Detailed and new Highlighted pages is submitted to the WWWCC for approval, and subsequent submission to the Associate Director's Committee on Computing and the SLAC management.

Methodology

Survey

P.A. Moore of the Director's Office designed a survey to evaluate the working pages, which was circulated via email and on the Web at the top of the working Home Pages as a SLAC Announcement.

- Which home page do you use most often and why? (Choose one and comment.)
  - Detailed because...
  - Highlighted because...
  - Neither because...
  - Other because...
- What changes would you like to see on the home page you use?
  - For example, what can't you find?
  - Is there something mislabeled or located in a user-UNfriendly location?
- What link do you use frequently that you feel should have a different location?
- What is missing from the SLAC Detailed or Highlighted Home Page that you think should be present?
- Please add other comments which you think will help the Committee in its review of the SLAC Home

Pages.

There 72 replies to the survey, 63 by email and 9 by the Web form. However, the email replies often did not answer the questions very directly and were thus sometimes difficult to evaluate.

The Detailed home page was favored over the Highlighted page by about 2 to 1. Responders often strongly disliked the page that they did not use. Some found the Detailed page to be too long, dense, and difficult to read. Others liked being able to see everything on one page rather than searching up and down the hierarchy of sub-pages. There were more users of Other/Neither than of Highlighted, indicating that users are becoming more sophisticated about changing their default home page.

A frequent request was for faster access to the SLAC phone directory (in fact many responders have set that as their browser's default). There is already a phone directory graphical button at the top of the Home Pages, but many users were unaware of it. Users also wanted to just type in the name and hit carriage return rather than having to hit the submit button with the mouse.

The stores catalog, purchasing and requisitions databases were frequently mentioned as being important but hard to find.

Committee discussions

The ad-hoc Committee was constructed to be roughly representative of the SLAC community as well as the SLAC Web support community. We discussed the results of the Survey and our own opinions of the SLAC Web and how it might be managed and improved. On some of the issues in the charge we were able to reach a concensus quickly. The second part of the charge, regarding selection and organization of the information on the working Home Pages, took most of the time, and unanimity was of course not possible.

Much of the ad-hoc Committee's time was spent in the development and evaluation of prototype pages, both for selection and categorization of links, and for layout and usability issues. The focus was on the Detailed page, for the practical reason that it contains all the links in question, and also because the survey results showed that it is more frequently used. Most Committee members made several versions of the Detailed page with their own ideas on categorization and layout.

Card Experiment

At the WWW6 conference, some committee members learned about a method used by Jacob Nielsen to help revise the information categories for the Sun Microsystems internal web-site. Users are given a set of cards each containing one link from the page and are asked to group the cards and name the groups.

We did this card experiment with 10 subjects (many from within the committee). In addition to the information categorization aspect, we also asked the subjects to rank the importance of each link on a scale from 5 (vital) to 1 (don't need) or zero (don't know what it is). The detailed results are available on the Web.

The experiment largely validated the proposed categorization (which is rather similar to the existing categorization), although the subjects naturally chose a variety of different labels.

The ranking of links was interesting. The top 5 links were phone directory, Annoucements, Search, Stanford, and WWW Support. Organizational Charts, Site Maps, Telephone Services, Windows NT, Administrative Handbook and Getting Started at SLAC were also highly ranked. Many of the physics experiments that are presently at the top of the working Home Pages were ranked very low. However, it should be noted that the instructions specified that the ranking should be by importance to the subjects' own job, not by perceived importance to SLAC as a laboratory, and that most subjects were from the Web development community rather than the scientific community. This may also contribute to the high rank of WWW Support.

Findings

Welcome Page vs Working Page(s)

We quickly reached concensus that the Welcome page vs. Working page(s) distinction was sound. We also concluded from the survey results that we could not justify elimination of either the Detailed working page or the Highlighted working page in favor of the other. While this is an extra burden on the page maintainer, the present maintainer (Winters) is a committee member and agrees that it is justified.

Page Layout and Technology

The links on the present Detailed page are done with text and very elementary HTML formatting. This has the advantage of fast loading, compatibility with very primitive browsers, and produces a usable layout even in small or oddly-shaped windows. The Committee agreed that while these are virtues for such a utilitarian page, the resulting long horizontal strings of links can be hard to scan by eye.

We note that nearly all users now have browsers that support tables. The "SLAC Announcements" box on the present page is implemented as a nested table and we are aware of no complaints from users about it. Tables allow a multi-column bullet-list format for the links on the Detailed page, which improves readability without greatly increasing the page length. With a bit of attention to the construction of the table HTML, this even works for browsers that do not support tables, and is usable in oddly-shaped windows. We have constructed and evaluated many prototype Detailed pages, and decided that two columns of links, with main category labels spanning the full page width, worked best.

The survey results indicated that the SLAC Phonebook is a very important use of the Web, and that users are not completely satisfied with the present arrangement. We propose adding a text-input box to allow last-name-only phonebook searches directly from the working Home Pages. Since it is a single box, a carriage return will start the search.

We did not feel that the present red button-bar arrangement is a particularly successful navigation feature. It uses a lot of screen space and bandwidth but is not very readable, and according to the survey is frequently not even recognized as being a navigation feature. A column of text links, or a row a text links separated by vertical lines or square brackets works better. We propose to navigate between the pages with a vertical text list in the upper right corner of each page.

We propose to change the list of top-level pages that are accessible from this column of text links and that should share a common style. We add the SLAC Announcements page as clearly being an important top-level page. We also add SPIRES as being among the most frequently-accessed SLAC web services, particularly from off-site. We drop the "What's New" page as not being of central importance. Of course we retain the Welcome and two working Home Pages and the Search page.

We propose to add a navigation feature to each sub-page below the Highlighted page in the form of text links to the other sub-pages. This allows users to jump from directly from sub-page to sub-page, rather than going back up to the main Highlighted page, scrolling to the link to the next sub-page, and following it to the sub-page.

While frame-aware browsers are becoming common, we feel that frames are not a positive development in HTML and should be avoided for the SLAC Home Pages. Frames fragment the user's window and make it more difficult to design a page that is usable at an arbitrary window size. They also complicate bookmarking and printing. Nearly any positive feature of frames can be adequately simulated by careful design of non-frame pages.

While Javascript and Java-aware browsers are becoming more common, not all users have the feature activated, and SLAC discourages this for security reasons at present. There are also performance issues with Java and Javascript. We feel that the Home Pages should not rely on them for any essential features.

We discussed the customizable "Smart Home Page" concept, which allows the user to expand or compress some sections of the page. There is an unmaintained prototype available. Such an approach would address some layout and clutter issues with the Detailed page, possibly making the Highlighted page obsolete. Further development would would be required for a complete evaluation. It is rather likely that future developments in HTML or server technology will deliver comparable features in an industry-standard fashion. While the concept is promising, we felt that it was important to produce improved SLAC home pages with existing technology.

Information Categorization

The "Research" category and its placement at the top of the list was not controversial, but the sub-categories and their labels have been changed after much discussion. The links to SSRL have been clustered together to increase their visibility.

We propose that the "SLAC Institutional Information" category be re-named "Working at SLAC" and "Information from SLAC (including SPIRES Databases)" be renamed "Scientific Information", with transfer of some links between the categories and changes in the subcategories. The committee recognizes that neither the previous labels nor the present labels are strictly mutually exclusive, so some links could logically belong under the both labels. But we feel that the new category labels express the existing distinction better.

We believe that much more of the scientific output of SLAC should be visible on the Web. To this end we propose an explicit "Scientific Publications" sub-category under the re-labelled "Scientific Information" category.

The computing category is problematic. The Web is much less synonymous with computing than it was a few years ago, and many feel that computing is now just part of "Working at SLAC". There is a great deal of computer documentation and policy information on the SLAC Web, but we feel that it is not now organized in an accessible way. When a better user-oriented SLAC Computing home page exists, the right solution is probably a high-level link to that page. But in the meantime, a separate "Computing" category on the SLAC Home Pages provides a place for selected links to serve this purpose. However, we propose to drop the "and Communications" part of the category label and move the communications links to "Working at SLAC".

"Divisions, Groups and Programs" has been re-labelled "Organization" with few other changes. We note that there are many organizational units within SLAC that do not yet have web pages but probably should, so this category is likely to grow.

One common maintenance problem is for someone to request a link on the Home Pages to a newly-created web page that does not fit well into any existing category, or fits into several, or perhaps should catalyze a significant reorganization of the categories or subcategories. It is also difficult for the page maintainer to remove any links from the Home Pages, because users may have become dependent on them.

We propose the addition of a new category "SLAC Home Page in Transition" to help solve these problems. The "New to the SLAC Web" subcategory allows any new link to be added immediately without agonizing over the category structure. The "Moving Off the SLAC Home Page" category allows links to be removed from the category structure but still be findable so users can make their own bookmarks to them before they vanish.

The links in the "Transition" category should be carefully tracked by server statistics. The statistics can demonstrate whether a new link is actually being used and thus merits being on the Home Page, or whether a link that was throught to be little-used and proposed for removal is actually used often.

We agreed that given the present state of Web indexing and search engines, and the sophistication of users, there is little need for the category "Useful Information Elsewhere" to be on the SLAC home pages. These links can be temporarily placed in the "Moving off the SLAC Home Page" sub-category.

Highlighted Page Links

The present Highlighted page uses the category labels from the Detailed page as links to a sub-page per category, along with very brief descriptions of the sub-page contents, and a handfull of selected direct links from the sub-page. It is impossible to choose a set of direct links that is both small and perfect, and it creates a political problem for the page maintainer(s). We feel that the best approach is simply to list on the Highlighted page the subcategories under each category and eliminate the concept of direct links from the Highlighted page.

Ownership and Management

Our committee agreed that the basic model of page ownership shared by a coordinator and a broadly-based advisory committee is a sound one. It is impractial for a committee to write the actual HTML code or to maintain it on a daily basis. But an individual coordinator is unlikely to understand the many different facets and needs of the SLAC community, while a broadly representative committee can. The present working Home Page maintainer is a member of the ad-hoc committee, and the committee proceedings have been an extended example of this model.

In a computer- and technology-intensive environment like SLAC, users increasingly expect to find important information on the Web. But there are obvious gaps in the coverage of the SLAC Web: important organizational units with no page, reference information or databases that could have Web interfaces that do not, etc.

While there are many Web committees at SLAC, with overlapping jurisdiction, the emphasis is on regulation of what appears on the Web, or at best assistance to those who have decided on their own to create pages. There is at present no well-defined mechanism to solicit content for a coherent SLAC Web.

Recommendations

1. Adopt the new working Home Pages

The key changes are the new categorization, and the concept of a table-based layout of the Detailed page. It is recognized that the Home Page Coordinator (see below) should review the details of the design, like color scheme, graphics, fonts, and that there is an effort to produce a more official SLAC logo. However, the selection of a final logo should not be allowed to delay the transition schedule.

Transition schedule

- Coordinator produces final layout, checks integrity
- Two week pre-evaluation period
  - new pages appear at different URLs
  - dual maintenance of old and new pages (Announcements, etc)
  - realistically, few users will try the pages, fewer will comment
- Two month public-evaluation period
  - new pages appear at existing URLs
  - old pages move to different URLs, and are not maintained
  - this is when most comments will be received
  - track server statistics on old pages and links on them
- Normal maintenance of new pages
  - Coordinator and Advisory Committee evaluate comments
  - make appropriate changes in new pages
  - move old pages to archive

2. Allocate one FTE for SLAC Web Site Coordinator

We feel that it is important to acknowledge that the redesign / adjustment process represents an evolutionary process, as the WWW permeates the SLAC, and more material becomes available. The dynamic and evolutionary nature of the project, as well as the increasing scope of the site and the burden of its maintenance and functionality directly impacts the amount of FTE required.

SHP Coordinator responsibilities:

- Where possible and appropriate, promote and maintain informational integrity / consistency in the SLAC Web, using existing resources and channels as appropriate and researching / proposing new ones as needed.
- Maintain existing design, incorporate new submissions
- Manage URL name space related to core site, top-level directories
- Work with WSCs in the management/maintenance of AFS space below the top level as well as the promotion of required page elements on new and existing pages.
- Working with the WWWCC and the WCS, help identify where informational gaps exist within the SLAC Web, and solicit help develop new content in such cases
- Coordinate / develop / schedule / implement plans for redesign as necessary
- Assume primary responsibility for answering / archiving webmaster email; develop a plan for sharing webmaster email with interested and / or responsible parties.
- Provide / manage coherent migration strategies with all redesign efforts
- Develop / maintain/promote a consistent SLAC look-and-feel, using existing site resources and approval processes as appropriate.

A subset of the necessary responsibilities could perhaps be carried out with as little as .5 FTE on a short-term or interim basis, but our feeling is that if SLAC plans to take the Web seriously as a tool for information sharing -- both within and beyond the SLAC community -- a full FTE devoted to content management and development and site design and maintainance is essential.

3. Designate a standing SLAC Web Site Advisory Group

The Advisory Group should be representative of SLAC as a whole and should include people active in the use and development of the Web at SLAC who have an interest in and/or demonstrated expertise with Web authoring. This group could be WWWCC, a subset of WWWCC, WSCs, or another group designated or approved by WWWCC and the Coordinator.

Responsibilities of Advisory Group

- Define the goals and the audience of the Home Page
- Define the categorization of information
- Set the level of tradeoff between esthetics and utility in the page design
- Convene for regular (annual?) review / evalution of the SLAC Website
- Be available to Coordinator as necessary to consult on redesign projects
- Resolve disputes between coordinator and others, as needed.

4. Future Directions

- Better integration of design and management of Welcome page and working Pages
- Reconsider Smart Home Page or similar customization technologies to replace the two-working-page model.
- Develop strategy for researching and implementing a comprehensive and maintainable search utility for the SLAC Web
- Develop protocol and procedure for tracking / archiving webmaster email making archive accessible to the site or at least the WWWCC
- Develop a policy to integrate significant internal sites (e.g., BIS) into the Home Pages
- Improve the Computing web-space internal organization

5. Related Issues

The following issues, though not the responsibility of the Coordinator or the Advisory Committee, are closely related to their ongoing work, and as such bear mention in this report.

An up-to-date server

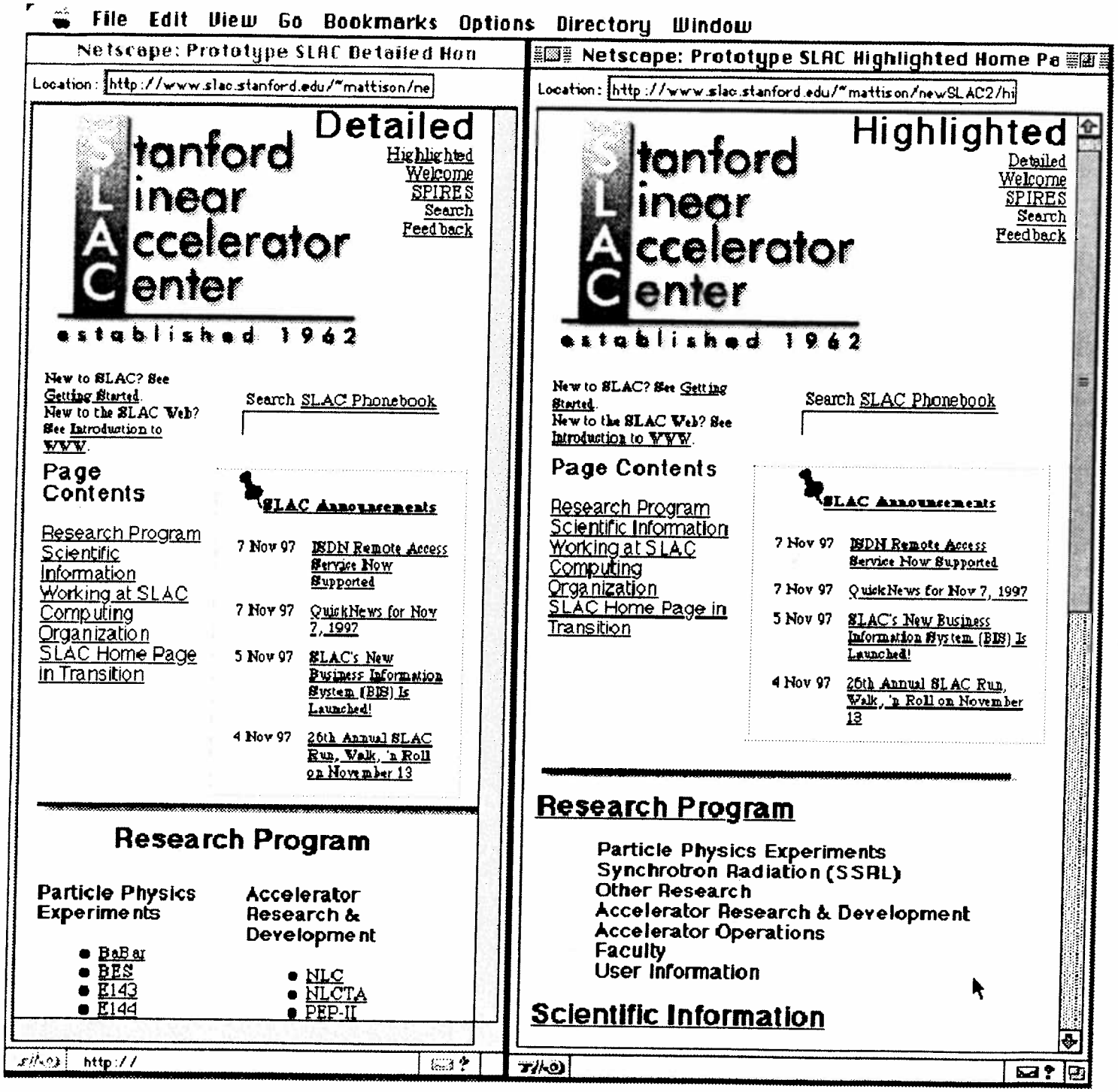
Much functionality and ease of maintenance is possible if SLAC takes advantage of developments in server software development.

Better server logs

The ongoing design and develpment of a large website is facilitated by information about which links on the central pages are most accessed and whether the hits on a particular page are from a link on a central page or elsewhere (e.g., another page, someone's bookmark list). In particular, having log files which include the "HTTP-REFERER" field will provide the SHP Coordintor and Advisory Group with information extremely relevant to future redesign efforts.

Access to server logs

The SHP Coordinator and the Advisory Group will require access to the server logs in order to take advantage of the information contained therein.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established 1962
Detailed
Highlighted
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Feedback
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New to the SLAC Web? See Introduction to WWW.
Search SLAC Phonebook
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4 Nov 97 26th Annual SLAC Run, Walk, 'n Roll on November 13
Research Program
Particle Physics Experiments
BaBar
BES
E143
E144
Accelerator Research & Development
NLC
NLCTA
PEP-II
Netscape: Prototype SLAC Highlighted Home Pa
Location: http://www.slac.stanford.edu/~mattison/newSLAC2/hi
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Stanford Linear Accelerator Center
established 1962

Detailed

Highlighted
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Search
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New to SLAC? See Getting Started.
New to the SLAC Web? See Introduction to WWW.

Search SLAC Phonebook

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Research Program

Particle Physics Experiments

- BaBar
- BES
- E143
- E144
- E154
- E155
- mQ
- SLD

Synchrotron Radiation (SSRL)

- Accelerator Physics
- Research Highlights
- SPEAR Status

Other Research

- Particle Astrophysics (GLAST)
- Theoretical Physics

Accelerator Research & Development

- NLC
- NLCTA
- PEP-II
- Polarized Photocathodes
- More Accelerator Research

Accelerator Operations

- Today's Program
- Yesterday's Report*
- PEP-II Program*

Faculty

- SLAC
- SSRL

User Information

- SLAC Users Organization
- SSRL User Information

Scientific Information

Scientific Publications

- BaBar/PEP-II
- BES
- SLD
- SLAC Pubs
- SLAC Reports

Newsletters and Periodicals

- Beam Line
- ICFA Instrumentation Bulletin

HEP Databases

- Bay-Area Seminars
- Conferences
- Current Preprints at SLAC
- E-mail addresses
- Experiments
- Institutions
- LANL E-prints
- SPIRES-HEP
- More (SPIRES) Databases

Programs

- Education
- Summer Institute

About SLAC

- Getting Started
- Maps
- Life at SLAC (a Users Handbook)

Administrative Information

- SLAC Admin Handbook
- Stanford Admin Web
- Stanford Admin Guide

Business Information Services (BIS)

- Welcome
  - BIS Training
  - Buildings
  - Download forms (MS Word 6)
  - Property Control
  - Requisitions
  - Stores Catalog

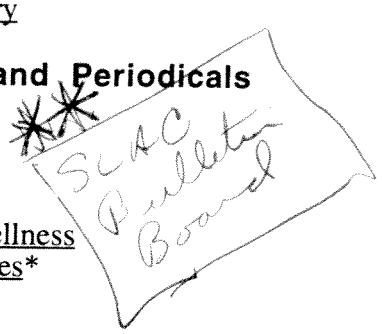
Communications and Directories

- Emergency
- Channels (sitewide)
- E-Mail
- Meeting Rooms
- SLAC Phonebook
- Telephone Services
- Videoconferencing
- More Directories

Internal Databases

- Books
- Buildings*
- Cable Plant (CAPTAR)
- Drawings
- Purchasing (PURCH)*
- Requisitions (ELDREQ)*
- Stores Catalog
- SLACspeak Glossary

Internal Newsletters and Periodicals



- Business Briefs
- Interaction Point*
- Library News
- New Options for Wellness
- Training Opportunities*

Web Forms

- Employment Opportunities
- Property Transfer Form
- ES&H Training Form
- Announcement Form

Computing