Portal Governance Committee

Meeting Date: March 11th, 2011

Attending: Richard Valdez, Jonahlyn Gilstrap, Marisa Castaneda, Brian Freels-Stendel, Drexel Atkinson, Linda Johansen

1. Followup on Feedback
   a. Andrea from CSS will be gone for 3 weeks.
   b. Richard will setup meeting with Jodi Medina (Andrea's designee) to review procedure and confirm a go-live date.
2. Channel Click Tracking
   a. Work session scheduled for Friday, April 8th from 3 to 5pm.
   b. Richard will send out prep info and ask who needs to be involved.
3. Campus Announcements
   a. Demo of LoboAlerts banner that would display across the top of the myUNM header
      i. Displaying of alerts would be controlled by LoboAlerts (no need to request anything special for the portal).
      ii. Display of the LoboAlerts banner would need to look slightly different than what is shown on other sites (ie. The UNM homepage) due to the way the myUNM header is constructed.
      iii. Can be seen at http://myintg.unm.edu.
   b. Demo of a prototype channel built showing UNM Today News and Events and LoboAlerts when applicable.
      i. Benefit is current UNM Today processes/procedures would handle the updates to the channel.
      ii. New channel is built in the CMS and requires activation of a new Portal Skin.
      iii. User requested announcements could still be posted through the Personal Announcements channel which allows targeting to roles (ie. staff, students, etc). Processes for this channel would have to be discussed at a later time.
   c. Comments from the group included:
      i. LoboAlerts in the header should be yellow rather than red because there's too much red.
      ii. Channel should display news expanded instead of having both news and events contracted by default.
      iii. UNM Today news and events are already located on Campus Life tab so campus announcements would be duplicating that information. Options discussed included:
         1. Add UNM events to Campus Life and demise the Campus Announcements channel?
         2. Keep Campus Announcements channel and add UNM events to Campus Life.

3. Have the Campus Announcements channel appear on both Campus Life and the Home tab? **
4. Was suggested that a work session be scheduled to rearrange the Home and Campus Life tabs.
   a. Alternate governance meetings with work sessions and reduce to governance meetings to once per month?
d. A Project should be started:
   i. Converting all internal channels into the CMS.
   ii. Implementing new portal skin that would support CMS channels.
   iii. Departments can convert to CMS channels if they choose. The portal would still support channels that are maintained outside the CMS.
4. Addressing Tab Issues and Changes
   a. Governance meetings attendance is weak.
   b. Jonahlyn (and Richard when available) will set up meetings with Tab Stewards and go over tab issues and desired changes.
      i. 1st meeting: Marisa Castaneda (Student Employee Life tab) – student employees have provided input on what they would like to see changed on the student employee life tab. This meeting will be about determining what is needed to make those changes.
      ii. 2nd meeting: Antoinette Willis and Rita Abeyta (Retiree and Emeritus tabs) – This meeting will discuss merging the Retiree and Emeritus tabs.
      iii. 3rd meeting: Marisa Castaneda and Antoinette Willis (Employee Life tab) – This meeting will discuss when the Employee Life tab comes and goes. Also a Fastinfo may be needed to clarify who gets what tabs, and if a tab can't be seen, what should be done.
      iv. Additional meetings to be determined.
5. Sungard Summit
   a. IT hosting Virtual Summit sessions
      i. Sunday, IT Training Center
      ii. Monday, IT Training Center
      iii. Tuesday, IT Training Center
      iv. Wednesday, IT Room 2001
   b. The IT Training Center is located at 2701 Campus Blvd and is accessible through the main door. The training center/classroom is located inside the pod.
   c. Post-Summit Debrief which will occur on Thursday, April 7, 10:00 a.m. to noon.

Action Items

1. Richard will setup meeting with Jodi Medina (Andrea's designee) to review feedback procedure and confirm a go-live date.
2. Richard will send out information about the Banner Channels work session that has been scheduled for Friday, April 8th from 3 to 5pm and confirm who needs to be involved.
3. Jonahlyn will develop a project plan for converting portal content into the CMS.
4. Jonahlyn will setup the 3 meetings below:
   a. 1st meeting: Marisa Castaneda (Student Employee Life tab) – student employees have provided input on what they would like to see changed on the student employee life tab. This meeting will be about determining what is needed to make those changes.
   b. 2nd meeting: Antoinette Willis and Rita Abeyta (Retiree and Emeritus tabs) – This meeting will discuss merging the Retiree and Emeritus tabs.
   c. 3rd meeting: Marisa Castaneda and Antoinette Willis (Employee Life tab) – This meeting will discuss when the Employee Life tab comes and goes. Also a Fastinfo may be needed to clarify who gets what tabs, and if a tab can't be seen, what should be done.