Portal Governance Committee  
Meeting Date: February 11th, 2011

Attending: Richard Valdez, Linda Johansen, Jonahlyn Gilstrap, Steve Spence, Katie Fletcher, Andrea Rodgers, Brian Freels-Stendel (for Geoff Petrie), Rita Abeyta, Marisa Castaneda, Drexel Atkinson, Dave Groth, Alex Gonzales, Debbie Knotts (Guest), Annalisa Aguilar (Guest), Moira Gerety (Guest)

1. PGC website: http://pgc.unm.edu
   a. Meeting agendas/minutes, current members, change request process/form, channel inventory.
   b. External Resources – links to videos/slides showing what other schools do with their portals.
   c. A list of other school’s portal sites will be added – useful to see what other schools do with their login pages.

2. Feedback form implementation
   a. Channel, links ready to go. When to launch?
   b. Richard will set up a meeting with Andrea, Jonahlyn and others to review the process and set a timeline for go-live.

3. A Fastinfo may be needed to clarify who gets what tabs, and if a tab can’t be seen, what should be done. More information is needed and is already an agenda item for a future meeting.

4. Channel link click tracking
   a. Implemented in INTG
   b. Banner Channels need to be tested to ensure they won’t be sending personally identifiable information (found in the link name, not the URL) to Google.
      i. Jonahlyn will create tabs in myINTG with Banner Channels on them for testing.
      ii. Richard will send out a list of Banner Channels.
      iii. Richard will set up a work session to review links and explore Banner Channel functionality.

5. Inventory of Channels
   a. An inventory of channels can be found here: http://pgc.unm.edu/docs/channel-inventory.html
   b. Tab stewards should be familiar with their tabs, the stewards of the channels on the tab, and assess completeness and accuracy of the information.
   c. As an exercise, compile a list of the top questions your office receives. Does the information on the tab answer those questions?

6. Technology Tab (Moira)
   a. The results of a Learning Environments Committee survey indicate that students and faculty are not aware of all of the technology services at UNM that are available to them.
b. Faculty recommended using the portal because that’s where they go to do business. Suggested a technology tab.

c. What content and who would maintain it is still TBD. Some ideas discussed:
   i. Ideally information should be presented as a lifecycle – New Student, Teaching a Class, Ready to Graduate, So you’re ready to retire, etc.
   ii. Pull out key FastInfo questions
   iii. Tech Resources across departments (NMEL, IT, Library, etc.)
   iv. Use CMS so multiple people can maintain core content on an external site and publish key, contextual information to the portal.
   v. Technology tab with technology specific channels on it; Some channels could also be displayed on the Faculty Life and Student Life tabs.

d. Next steps – committees will clarify their requirements, put together reports/project requests.

Action Items

1. Richard –
   a. will set up a meeting with Andrea, Jonahlyn and others to review the feedback process and set a timeline for making the form go-live.
   b. will send out a list of Banner Channels to the PGC.
   c. will set up a work session with PGC members to review links and explore Banner Channel functionality.

2. Jonahlyn - will create tabs in myINTG with Banner Channels on them for testing.

7. Tab Stewards – Familiarize yourself with your tab. Create an inventory of channels and stewards (use the one on the PGC site to start or create your own). As an exercise, compile a list of the top questions your office receives. Does the information on the tab answer those questions?