

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?