

## Portal Governance Committee

**Meeting Date:** February 25<sup>th</sup>, 2011

**Attending:** Patty Roskom (HR), Brian Freels-Stendel (LIT), Katie Fletcher (SOM), Richard Valdez (IT), Jonahlyn Gilstrap (IT), Linda Johansen (IT), Marisa Castaneda (SFAO)

1. Help Center Page/Feedback Form
  - a. Meeting to set a go-live date and final review of support procedures is still needed.
  - b. Held up due to IT CSS re-organization of personnel after Tracy Hart left.
2. Channel link click tracking
  - a. Richard sent out information about Banner Channels.
  - b. Richard will schedule a work session to review and test Banner Channels.
  - c. Goals of work session:
    - i. Confirm that no sensitive information is visible in links that will be sent to Google Analytics.
    - ii. Opportunity for functional areas to become familiar with Banner Channels.
3. Announcements
  - a. Announcements appear throughout myUNM: Personal Announcements, Campus Announcements, What's New in Finance, LoboWeb Announcements, Banner Announcements, What's New in HR, etc etc.
  - b. Focused on Campus Announcements and Personal Announcements
    - i. Located on the Home tab.
    - ii. Use the built-in Portal Announcements functionality – ie. able to target specific users based on role.
    - iii. Not used – We're not telling people how to request announcements!
  - c. Requesting Announcements
    - i. Form does exist: <http://portalchannels.unm.edu/announcements/campus/>
    - ii. Not currently linked from anywhere. Link could be added in Help Center etc.
    - iii. Doesn't accept requests for all target audiences available
      1. Student Employees
      2. Gallup Campus
      3. Los Alamos Campus
      4. Santa Fe
      5. Taos Campus
      6. Valencia Campus
      7. Affiliate
      8. BannerINB – users with banner access
      9. finaid – student getting financial aid
      10. Finance – users with access to banner finance

iv. Who does it email for approval? Do they know what to do if they get a request?  
Are they still at the University?

1. Student - dmorris@unm.edu, depar@unm.edu
2. Faculty - bwright@unm.edu
3. Staff - jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu
4. Health Science Center - paffairs@salud.unm.edu
5. University Hospital - paffairs@salud.unm.edu
6. Main Campus - dmorris@unm.edu, depar@unm.edu, bwright@unm.edu, jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu
7. Emeriti - jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu, kretskin@unm.edu, jcivikly@unm.edu
8. Retiree - jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu, kretskin@unm.edu, jcivikly@unm.edu
9. Students and Faculty - dmorris@unm.edu, depar@unm.edu, bwright@unm.edu, jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu
10. Faculty and Staff - jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu, bwright@unm.edu
11. Main and HSC Campuses - scarr@unm.edu, paffairs@salud.unm.edu
12. Emeriti and Retirees - jmckenna@unm.edu, dthorntn@unm.edu, mdavis1@unm.edu, [bwright@unm.edu](mailto:bwright@unm.edu)

- d. What is the approval process?
- e. Who will put the announcement on the site? Web Team? CSS? UCAM?
- f. Is it possible to use UNM Today feeds for Campus Announcements?
  - i. Ideal because request and approval process are already in place.

4. Started to discuss: What is the Purpose of the Portal?
  - a. Currently: "Personalized Gateway to UNM"
  - b. Gateway to Banner?
  - c. Gateway to Getting Stuff Done?
  - d. Gateway to Online Services?
  - e. Central Clearinghouse/Directory of UNM sites?
  - f. Links of use to people affiliated with UNM (as opposed to unm.edu which is marketing focused)
5. Started to discuss: What is the purpose of the various tabs?
  - a. Home tab – Does anyone look at it?
  - b. "Campus Life" - for people who live on campus?
  - c. Library – all content is internal to the portal. Making it external would allow Library to change it whenever needed.
6. Started to discuss: What is the purpose of the various channels?
  - a. Tab owners should start or continue conversations with constituencies about the appropriateness of tab content. Bring change requests to PGC if needed.

- b. Still need to identify missing stewards for channels. Fill in the blanks:  
<http://pgc.unm.edu/docs/channel-inventory.html>

## Action Items

1. All
  - a. Who are the stewards for the channels on your tabs? Fill in the blanks:  
<http://pgc.unm.edu/docs/channel-inventory.html>
  - b. Start/Continue conversations with constituencies about the appropriateness of tab content. Bring change requests to PGC if needed.
2. Richard
  - a. Set up a meeting with IT CSS re: Help/Feedback form.
  - b. Schedule a work session to test Banner Channels.
  - c. Add Patty Roskom and Brian Freels-Stendel to the PGC listserv.
3. Jonahlyn
  - a. Create tabs with Banner Channels on them.
  - b. Give netid cfletch access to faculty life tab.