Portal Governance Committee

Meeting Date: February 25th, 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/](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

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.