

Portal Governance Committee

Meeting Date: 4/1/2011

Attending: Patty Roskom, Alec Reber, Drex Atkinson, Katie Fletcher, Krickett Marquez, Rita Abeyta, Richard Valdez, Linda Johansen

1. Brief review of requested Student Employee Life tab changes:
 - a. Student Employment would like to create new channels to replace the current UNM Business Applications and Banner Training channels and focus the content on links applicable to Student Employees.
 - i. UNM Business Applications – Most content and links would remain as-is. Other content that does not apply to Student Employees would be removed such as ‘Report a Duplicate Person/Non Person’, ‘Search Class Schedule’, ‘Search Course Catalog’, and the entire section titled ‘Space Management’. Other links under consideration for removal include ‘Workflow’, ‘LoboMart’ and ‘Hyperion’.
 - ii. Banner Training – Will be replaced with ‘Student Employee Training’. The content of which would be focused on the Annual Required Training classes for Main Campus and HSC student employees completed through Learning Central.
 - b. The Portal Governance Committee requested that the changes to be outlined in a change request form.
2. Feedback Form Status Update
 - a. Meeting scheduled for 4/5/2011 to define go-live
 - b. A recent Daily Lobo letter to the editor provides confirmation of the need for a feedback mechanism in myUNM and is also a glimpse of the type of feedback that might be received through the new form:
http://www.dailylobo.com/index.php/article/2011/03/myunm_requires_too_much_effort_to_update_passwords
3. Targeted Announcements
 - a. Targeted Announcements are not used because the request form is not linked to from any conspicuous spot in myUNM. Additionally, current request form is really bad.
 - b. PGC reviewed the current form.
 - c. Pending changes that will be made include:
 - i. Change of target audience drop-down to checkboxes.
 - ii. Current policy page should be updated to follow a campus-wide policy on acceptable content. Should be restructured into a more user-friendly format such as an FAQ and be linked to from the form (not be a barrier to the form).
 - iii. Changes will be reviewed with the PGC at a later date where more feedback will be accepted.

- d. To Dos
 - i. Review of audience/roles and the approval offices and email addresses where approvals will be obtained.
 - 1. Will branch campuses be added for targeted by campus?
 - ii. Review and document the approval process with all approving offices.
 - a. How approval is sought?
 - b. How quickly is a response is expected?
- 4. Banner Channels Review and Link Click Tracking Work Session
 - a. Scheduled for 4/8/2011 from 3 to 5pm in IT Room 2116.
 - b. Participants will be expected to set themselves up with appropriate data in Banner INTG so they can get an idea of how the channels are supposed to function for end users.
 - c. Participants will also be expected to look for possible personally identifiable information (PII) in the text content of all links found in the banner channels. Such PII information would be a security risk if collected in the efforts to track channel usage through link clicks.
- 5. Sungard Summit
 - a. Debrief will take place Thursday April 7th from 10 to 12 in the Sub Fiesta A+B
- 6. Technology Tabs
 - a. Richard spoke with Moira.
 - b. Still defining approach. May start outside the portal first.
 - c. Would be possible to have the whole tab be a view to an external web page (not just a channel).
 - d. It was questioned how the purpose of the new site was different from MAPS (<http://maps.unm.edu>)
- 7. Merge Retiree and Emeritus tabs – meeting scheduled 4/28 at 2:30 with Antoinette Willis, Marie Chestnut, and Ray Sykes.
- 8. Employee Life tab – meeting scheduled 4/21 at 3:30 with Antoinette Willis, Linda Johansen, and Marisa Castaneda.
- 9. PGC Sharepoint
 - a. A site in Sharepoint will be setup in addition to the PGC website.
 - b. Would be possible to make documents editable by all members.
- 10. MyUNM DEVL
 - a. Adam Weeks sent question to Richard Valdez asking when it would be fixed.
 - b. Sungard suggested attempting to upgrade to latest version and see if that fixes it.
 - c. Needs to be scheduled.

Action Items

1. Jonahlyn Gilstrap and Marisa Castaneda
 - a. Create a change request for Student Employee Life tab changes.
2. Jonahlyn Gilstrap and Richard Valdez
 - a. Continue with meetings to define go-live of Feedback Form.
3. Jonahlyn Gilstrap
 - a. Improvements to Announcement Request form; Gather contact information from Approving Offices; Start Documentation of Approval Process
 - b. Merging retiree tabs meeting - 4/28
4. Jonahlyn Gilstrap and Linda Johansen
 - a. Employee Life tab meeting - 4/21
5. Jonahlyn Gilstrap and Drexel Atkinson
 - a. Need to schedule time for attempting to upgrade mydevl.
6. All
 - a. Banner Channels Review and Link Click Tracking Work Session 4/8/2011 from 3 to 5pm in IT Room 2116
 - b. Sungard Summit Debrief Thursday April 7th from 10 to 12 in the Sub Fiesta A+B