

Portal Governance Committee

Meeting Date: 4/15/2011

Attending: Richard Valdez, Jonahlyn Gilstrap, Krickett Marquez, Katie Fletcher, Steve Spence, Lorrie Black

1. Feedback Form Update
 - a. Feedback form is live as of 4/15 at noon.
 - b. At this time, the link is only available at the bottom of every tab/page when logged into myUNM. Concern is that people won't find it. Will be able to track how many people find it using reports in analytics.
 - c. A link was added on the PGC website. Will be adding it to Help Center next.
 - d. Submissions will be shared with the PGC.
2. Banner Channel Work Session Debrief
 - a. We had good representation from all Tab Stewards. Thanks to everybody that participated!
 - b. We received safety and utility scores from HR, General, Finance, and Faculty. Still waiting for scores from Student and some from HR.
 - c. Scores can be viewed on the new PGC Sharepoint site located at:
<https://share.unm.edu/teamsites/erp/portalgov/default.aspx>
 - d. Based on the scores received, it has been determined that banner channels currently in use are safe so channel click tracking will be turned on for all channel.
 - e. When deciding on whether to put a Banner Channel in production, the following steps will need to be taken:
 - i. Portal Change Request will need to be filled out.
 - ii. Banner Security will need to be put in place (add BanProxy to something...).
 - iii. Channel(s) will need to be evaluated for safeness in greater detail.
3. Google Analytics
 - a. How to see portal stats?
 - i. Some stats are posted on the PGC website.
 - ii. Access directly to Google Analytics will be given to any PGC member that requests it from Richard. Just ask.
 - b. A quick demo of Google Analytics was done for the group.
4. Student Employee Tab
 - a. The changes that were requested by Marisa were demo'd live in <http://myintg.unm.edu>
 - b. Katie would like to add additional HSC required trainings to the Student Employee Training channel. Will send the info to Jonahlyn.
 - c. The group thought it would be a good idea to change the name of the tab to "Student Employee"
 - d. Jonahlyn will contact Marisa about these additional changes.

5. Which tab to remodel next?
 - a. The group thought Home and Campus Life should be next.
 - b. Want to get input from students since there is no representation for them on the PGC.
Richard will send email to ASUNM and GPSA asking for feedback.
6. Summit Debrief
 - a. Will try to post presentations on PGC sharepoint site.
7. Meeting frequency
 - a. Members who gave feedback thought 1:30pm on Friday was a better time to meet.
 - b. Should meet biweekly to get through agenda items.
 - c. Will continue to use Room 2001
 - d. Will re-evaluate periodically.

Action Items

1. Tab Stewards - Still need Banner channel safety and utility scores from Student and some from HR.
2. Jonahlyn – implement channel link click tracking in production
3. Jonahlyn – contact Marisa about adding additional links to Student Employee Training and changing the name of the Student Employee Life tab to “Student Employee”