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”