Portal Governance Committee

Meeting Date: 5/13/2011

Attending: Brian Freels-Stendel (UL), Linda Johansen (IT), Richard Valdez (IT), Lorrie Black (FSM), Marisa Castaneda (SFAO), Katie Fletcher (SOM FHCO), Krickett Marquez (SOM FHCO), Alex Gonzales (Reg), Jonahlyn Gilstrap (IT)

1. Banner Training Channel Change Request
    a. FastInfo box was fixed.
    b. Link to BANTR will be moved to the first link.
    c. Link to TRNG2 will be removed at the end of September.
    d. Outstanding question regarding "Job Aids and Standard Operating Procedures" link
        i.   Is it still needed?
        ii. When was it last updated?
        iii. Is anyone still using it?
        iv. Each area maintains its own documentation.
    e. Next Steps:
        i.   Linda will resubmit change request with changes. Change will be implemented asap.
        ii. Linda and Richard will follow up with Banner Ops as to who owns the link.unm.edu site.
2. Enterprise Metrics Reporting Change Request
    a. Candice Lei of Special Projects is requesting to add "Enterprise Metrics Reporting" link to UNM Business Applications channel.
    b. PGC approved pending documentation and support is in place to handle the volume of questions that the posting of this link will bring.
3. Finance Job Aids for Channels
    a. http://www.unm.edu/~fssc/jobaids.html#banfin
    b. Thanks to Lorrie Black for sharing with the PGC the channel related documentation she has put together.
    c. Jonahlyn will review the documents and add links to them from myUNM-related FastInfos where appropriate.
4. Library Tab Change Request
    a. Brian worked with Jonahlyn to create 3 new streamlined channels to replace the current channels located on the Library tab. The new tab was demoed for the PGC.
    b. Next Steps:
        i.   Brian will create and submit change request to the PGC for review.
        ii. Old channels will be removed from the channel inventory and the new ones added.
5. Follow up on Feedback Form
    a. No feedback yet. Link may not be visible enough.

    b.   Will be adding link to the form from the Help Center.

6. Analytics
   a. Channel analytics are now available.
   b. Top 100 channel stats can be viewed at: http://pgc.unm.edu/stats/google-channels.php
   c. All PGC members are welcome to view the reports available through Google. A gmail account is required. Send your gmail address to Richard Valdez if you would like access.

7. Merging Retiree and Emeritus Tabs
   a. Done

8. Employee Life Tab
   a. Working on changes in Banner to make the tab appear faster to new Employees and Student Employees.
   b. Next Steps: Jonahlyn will set up a meeting with Antoinette and Marisa to test the changes in DEVL.

Action Items

1. Linda will resubmit Banner Training Channel change request. Jonahlyn will implement the changes.
2. Linda and Richard will follow up with Banner Ops as to who owns the link.unm.edu site.
3. Jonahlyn will review the FSSC job aid documents and add links to them from myUNM-related FastInfos where appropriate.
4. Brian will create and submit change request to the PGC for review. Jonahlyn will implement the changes and update the channel inventory.
5. Jonahlyn will add a link to the Feedback form in the Help Center.
6. Jonahlyn will setup meeting with Antoinette, Marisa, and Linda to test the changes supporting faster provisioning of the Employee Life tab.