

Portal Governance Committee

Meeting Date: 8/12/2011

Attending: Linda Johansen, Alec Reber, Rita Abeyta, Marisa Castaneda, Brian Freels-Stendel, Andrea Rodgers, Jonahlyn Gilstrap, Lorrie Black.

1. Lobo Perks Channel Change Request – Is now live on Campus Life tab. Carolyn is working with tab stewards to determine if/where the channel should go on the Employee Life, Finance, Student Life, Student Employee. Revised change request will be sent to PGC when complete.
2. Home Tab Change Request
 - Decided to leave it where it is on the Home tab. Also, decided that featured content needs to have a permanent home before becoming featured.
 - Brief discussion about who the target audience is when we're designing portal pages and how expert they are in portal-ness. Do you need to have Welcome... and How to... channels at the top or should high-frequency elements go there? Must design for both – daily users and new users. How to strike the right balance in such a small space? More discussion needed.
3. Campus Life Tab Change Request
 - Implemented on 7/29
 - Problems with Daily Lobo fixed
 - In discussion with HSC about including an HSC News tab-let in the UNM News channel.
 - Lorrie Black shared feedback she received on Campus Life tab: " I really like it, it is not cluttered and overwhelming."
4. Library – 2 Change Requests
 - Brian will now be the primary tab steward for the Library tab.
 - New channel done through email and go-live was 8/11
 - Discussion about whether links should open new window, new tab, or use same tab. Team decided that links in the portal should open new tabs and leave the portal tab open.
5. New Student Employee tab
 - Is live now! Big thanks to Marisa and her office for the effort they put into redesigning the page and channels.
 - Still need to add Student Employee Announcements channel; Marisa's office will create it and let Jonahlyn know where it is once it's built.
 - Discussion about whether her office is ready to host all the channel content; decision to wait until the content can be maintained via the web content management system.
6. Featured content
 - Suggestion to put an announcement about the new portal changes in the Featured Content area: Now with 40% less clutter!
 - Would it be useful to use the Campus Announcements form to request Featured Content location? How do groups request placement in Featured Content? Decided that request for the Featured Content location is a change to a default tab layout and

therefore should go through the regular portal content change request process (fill out form, send to PGC list).

- How long to leave things in Featured Content? One month? Two weeks? Want to rotate enough that it stays fresh. Decision: start with one month, move to more often as demand increases. Use portal features as filler content in between paid engagements.
 - Need default content when no featured content is available. Maybe something about the PGCrequesting featured content.
7. Request Campus Announcements by Linking to Announcement Request Form
- Would it be useful to use the Campus Announcements form to target announcements to the Personal Announcements channel? Yes.
 - Reviewed new form, question about branches, can we have branch-specific announcements?
 - Next: Move forward with deploying the form and process. Define approvers for each checkbox, define approval process and timeline, stats on branch student locations and whether adding branches as a location option will work

Action Items

1. Jonahlyn will
 - a. send out a final Home tab change request.
 - b. Update the members list on pgc.unm.edu with new Library tab steward.
 - c. Gather stats on number of people with branch campus roles.