

## **MyPortal Enhancement Meeting Minutes**

**August 22, 2011, 3:00pm-4:00pm**

Attendees: Drake Lewis, Suzanne Pfeiffer, Becky Bartindale, Susan Malmgren, Julie Ceballas, Carleen Bruins, Barry Johnson, Joan Pena-Ferrick, Kurt Hueg and Kari Elliott (note taker).

### **Objectives:**

1. Process – define web page.
2. Get user perspective (staff, faculty and students).
3. Need to review existing tabs with stake holders; make sure needs are being met.

### **MyPortal Issues:**

1. Single sign on for email and Meeting Maker.
  - Creating schedule.
2. Student Tab:
  - Recommend Student Tab be available to all users – will bring to next Core Committee meeting August 29, 2011.
  - Ability to look up classes in real time.
  - Faculty would like access because students ask registration questions.
3. Demo Hi-Demand Course Channel:
  - Team recommended changing 'Hi-Demand' to 'Newly Added' and to change title to 'Class Finder'.
  - Channel should go on Student tab when ready.
4. Need to review existing tabs, SSB forms (including instructions) and help menus.
  - Remove Help link from top banner in second level views.
  - Review help content available for each SSB form.
5. Approach to Modifications to Student Tab:
  - Input from student activities offices.
  - Talk with staff who deal with student issues/problems.
    - Biggest issue is waitlist – how to get on.
  - Use student focus groups.
6. Additional Tabs to add:
  - Retirees Tab.
  - Donor or Foundation Tab.

### **Take Away:**

1. Discuss process at next meeting, September 12, 2011.
2. Meeting cancelled August 29, 2011 – will be cancelled in Meeting Maker.
3. Meet again September 12<sup>th</sup> for MyPortal Discussion – change will be made in Meeting Maker.
4. Meet September 19<sup>th</sup> for MyPortal Enhancement-HR – change will be made in Meeting Maker.