

MyPortal Enhancement Meeting Minutes

December 19, 2011, 3:00pm-4:00pm

Attendees: Drake Lewis, Julie Ceballos, Chien Shih, Carleen Bruins, Suzanne Pfeiffer and Kari Elliott (note taker).

Objectives:

1. Review MyPortal Team Charge – handout (page 2).

Take Away:

1. Have a small meeting with both colleges marketing departments and ETS to come up with direction and action plan.
 - Schedule meeting early January 2012 with Kurt Hueg, Marissa Spatafore, Fred Sherman and Chien Shih.
 - Present action plan to MyPortal team.
2. Review Luminis Services Content Inventory.
3. Next meeting will be scheduled after marketing departments and ETS come up with action plan.

FHDA Myportal Team Charge

Draft December 12, 2011

Under the direction of the marketing and communications offices at both Foothill and De Anza College, and the district Educational Technology Services (ETS), the Myportal Team provides oversight to the Banner portal system and related content, functions and services. The Myportal team is chaired by the Marketing and Communications Directors from each college and the ETS Director of Information Systems. Membership includes web content and systems staff from each college, representatives from marketing and communications offices and faculty, administrative and student representatives.

The Myportal team oversees portal content in the following areas:

- Channel content, including approval of new channels, organization of channels and tabs and overall presentation of information.
- Targeted messages, including approval and authorization of users and overall supervision of content in targeted messages channel.
- Course Studio and Group Studio, including supervision of functions within the system and overall user experience.