

MyPortal Enhancement Meeting Minutes

October 3, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Becky Bartindale, Carleen Bruins, Fred Sherman 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. Faculty Leave Report – put on Employee or Faculty Tab.
 - Team agrees to put on Faculty Tab.
2. Single sign on for email and Meeting Maker.
 - Define scope.
3. Need to review existing tabs, SSB forms (including instructions) and help menus.
 - Services provided.
 - Review list of out of box services; currently do not use all services
4. Review a Tab every month:
 - Identify information elements.
5. Small Group Discussions:
 - What should be available.
 - What is available through SSB.

Take Away:

1. Start to look at MyPortal from PIDM view – best use of real estate space:
 - Student
 - Faculty
 - Employee
 - Alumni