

MyPortal Enhancement Meeting Minutes

September 12, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Becky Bartindale, Julie Ceballas, Kurt Huel 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. Student Tab:
 - Give access to all users.
 - Kurt will send out target message.
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 – Carleen.
5. Review a Tab every month:
 - What is currently on tabs.
 - Develop timeline – Chien.
6. Additional Tabs to add:
 - Retirees Tab.
 - Donor or Foundation Tab.

Take Away:

1. MyPortal Enhancement – HR meeting on September 19, 2011 has been cancelled.
2. Start to look at MyPortal from PIDM view:
 - Student
 - Faculty
 - Employee
 - Alumni
3. Tasks List:
 - What to accomplish.
4. Timeline.
5. Demo Course Studio at next meeting.