

## **MyPortal Enhancement Meeting Minutes**

**November 14, 2011, 3:00pm-4:00pm**

Attendees: Drake Lewis, Julie Ceballos, Becky Bartindale, Kurt Hueg, Fred Sherman, Suzanne Pfeiffer and Kari Elliott (note taker).

### **Objectives:**

1. Establish Tab structure before looking at channels.
  - Current content appropriately displayed.
  - New content – what to bring in?
2. Process for adding channels.
  - New channels need to go through Luminis team
    - ECO Pass channel was added and is viewable by both colleges; should only be viewable to De Anza; Luminis team was not aware of channel.
    - ECO Pass channel is also locked and should not be.

### **Take Away:**

1. Review existing tabs/channels – make recommendations.
  - Starting with Student Tab.
2. New content.
3. Issues to be resolved with Group/Course Studio.
  - Cannot send email notifications.
4. Team members review Student tab and bring thoughts to next meeting, Monday, November 21, 2011.