

## **MyPortal Enhancement Meeting Minutes**

**October 10, 2011, 3:00pm-4:00pm**

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Chandon Jral, Julie Ceballos, Becky Bartindale, Carleen Bruins, 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.

### **HR Progress of Website Redesign:**

1. Concentrating on website; review portal content at a later date.
2. Ready to begin to create template in Omni Update.
  - Site map should be done before creating template.
3. Review placement of content.

### **MyPortal Issues:**

1. 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
2. Review a Tab every month:
  - Identify information elements.
3. Small Group Discussions:
  - What should be available.
  - What is available through SSB.

### **Luminis Issues:**

1. 31 roles defined – not using all roles in Banner.
  - Not all are used for channels.
2. Create role based content – 1 page with links.
  - No longer use tabs.

### **Take Away:**

1. Schedule HR meetings as needed.
2. MyPortal Enhancement meetings will be every other week.
  - Make changes in Meeting Maker – Kari.
3. Define roles more clearly.