

MyPortal Enhancement Meeting Minutes

October 17, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Julie Ceballos, Becky Bartindale, Carleen Bruins, Kurt Hueg, Paul Starer, Matt Rapczynski and Kari Elliott (note taker).

Objectives:

1. Kurt will setup meetings similar to the beginning (creating wire frames) to review use of tabs – Luminis Team.
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.
3. Julie will create a Group this week on MyPortal for everyone to join.
 - Directions to join Group:
 - Log into MyPortal.
 - Click on Groups.
 - Click on Group Index.
 - Click on Work Groups.
 - Click on CS MyPortal Enhancement.
 - Julie will accept request and member will receive an email.

Take Away:

1. Luminis Team will come up with recommendations for reviewing tabs.
2. Luminis Team will then include focus groups.
3. Report on mobile application training – Matt.
4. Meetings will be after Core Committee meetings beginning November 7, 2011.