

# MEETING MINUTES – NOVEMBER 4, 2020

**In Attendance:** Cal Anderson, Kathy Berry, Susan Lundahl, Craig Rodrigue, Elisabeth Saldana, Stephanie Walden, Leone Thierman, John Fitzsimmons, Jennifer Hock, Kate Kirkpatrick, Conrad Wong, Ricky Genz, Natalie Ramirez, Adine Stormoen

**Meeting Called to Order:** 11 a.m.

## Current Business

### Updates Since Last Meeting in Feb.

- **Coronavirus.tmcc.edu:** Banner color change with inclement weather coming – The next time we have a snow day we will post the snow day as the red banner and change the coronavirus banner color. Moving forward coronavirus will be a subtle color going forward from the first closure.
- **OCR complaint cleared and closed.** As a recap: About three years ago John Albrecht received a complaint. In 2108 the lawsuit was dropped. Then a few months later, the OCR was starting another investigation. Cal reached out to the Dept. of Ed. to find out what was wrong with our website. They didn't give any specific information. In May 2019 we got a letter saying they were reviewing our website again. Then five more months later they were going to decide. In December of 2019 we met with their team. They gave us some issues, like videos needed captioning, images without alt tags. They gave us 10 days to fix this. We sent them a letter saying we fixed everything. They then said they found some additional issues. They gave us seven days to fix those. We sent them a letter stating those items were fixed. In July of 2020 Elena got the letter saying we were off the hook. Throughout the process the DOE did not have guidelines they followed and they did not keep records of what they wanted us to fix.
- **MyTMCC Mobile App updated.** Our Mobile App has been a long term project, with Peoplesoft's fluid design update expected next Spring 2021. When the mobile app contract runs out in a couple of years, Peoplesoft will be more user friendly, so this mobile app won't be needed.
- **50th Microsite** (Jennifer) – This site is going live next Spring 2021. The idea is to develop a micro web site to share upcoming events, stories, etc. about TMCC's history for the 50th anniversary celebration. The goal is to combine all the information out in different areas of our current website and combine it all to one site. Jennifer has been working on the coding. Kate mentioned Marketing is working on the timeline and alumni stories. We are retooling the celebration due to costs, having scaled back due to budget issues. Kate asked everyone to send questions and ideas for this celebration to her email.

### Drupal CMS / Website

- **Project Status** – Last February we wrapped up the roles and permissions with Kwall. The migration has been done and most of the bugs have been resolved. Even though we wrapped up our project, we feel we didn't get enough documentation and training for the customizations they created for us.
- **CMS/Drupal Outline/Plan** - Due to COVID we have not been able to do any trainings like we have in the past.
  - Web Services is going to reach out to web content providers, those who have access to the old system, and create a Zoom basic beginners training. We should be able to roll this out in December, but it depends on holiday availability. If not, then in January.
  - Then send out a sandbox type site so people can play around with their pages.

- Then have one-on-one with the individual departments to look at those pages.
- **Internal:** Drupal 9 upgrade before Fall 2021 – it's open source that has to be upgraded a lot, so one of the big changes is Drupal 8 is going to sunset, which means a lot of work for Web Services, maybe by next Fall.
- **Department Content Review:** One-on-one meetings will be held online to review website content. WS is ready to start this again since we migrated to Drupal. WS will be reaching out to content providers for departments to set something up. Check on links, photos, forms, FAQs, style guides, etc. This might start in December. Marketing will be working with us, as well, so we can get more consistency on our pages.
- Reminder: Review and update department/program websites, submit events to calendar.

### Other Business

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- **Branding and style for Forms and Applications:** Admissions App and OnBase forms. (Conrad) – Working on rebranding them to look like the current site. Stripped out the menus. The center area is where we will plug in the OnBase forms. The admissions app was shown by Conrad. Now in the final stages of testing. Ricky and his team and IT are working on the admissions app.
- **YouVisit Updates:** Renewed; Sports & Fitness Center (tour.tmcc.edu) – They are now called EAB. Just got the new photos a couple of weeks ago and the new site will go live in a few weeks. Updated some of the slides and scripts. The SFC was added. Got some 360 panoramas of the inside, like the gym and fitness room. Got some new pictures of the new dental wing. Jennifer asked if we have stats on how much the tour is used. Cal can share that information with anyone who wants it.
- **Review existing processes**
  - PDFs, Online Forms – on the TMCC website, under resources for Faculty/staff there is info regarding PDFs. Best viewed in Acrobat Reader. Not all browsers will display PDFs the same and some don't save form data. There is no ultimate solution for this until the platforms get up to the speed like Acrobat Reader. HTML forms are the best.
  - Avoid Google Forms – please don't use for students or the public. Ask to have a form made for external usage by WS so it will be saved on our website and have all the proper TMCC style.

### WebCollege (Natalie Ramirez):

- Been busy pushing out training sessions for faculty and staff in Canvas, covering everything related to class courses and even non-class pages, like John's library page in Canvas to assist students.
- Quality matters training to make sure it hits accessibility, etc.
- Canvas has great resources within the platform for use by everyone. Let them know and Web College can make it happen for you.

Cal will put the future dates in the calendar and send out the invitation.

**Meeting Adjourned:** 11:58 a.m.