TMCC
Truckee Meadows Community College
Web Advisory Committee

MEETING MINUTES FOR FEB. 5, 2020

Current Business

- Drupal CMS / Website Redesign Project Update
  - Roles and Permissions
  - Other Updates
  - December we had some KWALL Drupal build training
  - KWALL in 2020 for additional updated and emergencies

- Last piece we're waiting for in Drupal CMS is Roles and Permissions, working ith KWall on this last piece.

- Nearly done – on our second round of testing. Should get back to us early next week with final version of that function.
  - Cal demo'd an example of how users will log in in the future
  - Users will log in using tmcc LDAP credentials
  - Users will be preassigned access based on the department they work for, so they'll have access to all the pages that make up their department website
  - Editing is similar to the old system – user will open page in editing mode. (Specifics will be covered during training)
  - Pages are saved as draft or Needs Review, which will be funneled to web services office for review
  - Final version of roles & permissions is close, just working out some extra bugs.
  - Some offices, like MCO, will have access to different tools
  - Some other tasks being worked on
  - Internal asana with Kwall
  - Release 1.6 (R&P) estimated next week
  - Rel 1.7 class and staff import release
  - Additions to scope and tasks for TMCC to complete ourselves

- Comparison of completed/incomplete tasks
  - Completed d100's of tasks over the last 2 years
  - Close to the finish line of project

- Last December had a training session with KWall to explain how the build works
  - 3 environments: development, staging, production
  - End goal is to be completely self-sufficient on maintaining system

- We are looking at retaining KWALL for emergency purposes – if something breaks, something goes wrong, etc. – using remaining money as a support retainer

- Post go-live:
  - Once we get R&P worked out, next step is to push training classes

- o We have a list of about 75 ppl who need to be trained
- o Putting together training material, small hands-on classes (groups of 5-6) where ppl can work on sandbox/staging server
- o WS will be reaching out via email to invite ppl to training
- o Once we're going, we'll work on it throughout the year and work on building an advanced training module

- Next, we will be going through individual sites to review content, get things updated, inventory existing pages

  - o Drupal will have some additional modules that we can implement for department pages
  - o Content, we'll be pulling in marketing this time so that if departments need assistance with writing we'll have that resource to enhance
  - o Look at photos, etc
  - o We'll be reaching out throughout the year to departments to set these meetings up.

- Feedback is welcomed if someone sees something that doesn't look right on the website. Many non-content changes can be made in house without working through KWall.

- Currently on Drupal 8. 8 has end of life of end of Nov. 2021, relies on framework of Symfony 3 which also has an end of life next fall.

  - o We need to upgrade to Drupal 9 before Nov. 2021. Process for this is being figured out, we'll be updating the committee.

- Show and tell

  - o News banners on pages that have customized feeds – when MCO generates news stories, we can assign them a department. Then the department can choose to display *related* news stories on their pages. (If there's not enough we can display global news)
  - o Events banners will work the same way

- Kate said they have RAP money to hire a photographer to take department photos (academic and student services). They're making a list of priority departmetns to photograph, can't do all of them with RAP money this time.

  - o Departments w/out custom photo have a banner randomly displayed

- TMCC was part of accessibility lawsuit from department of ed going back 2 years. Involved UNR, TMCC, SCS, as part of a larger NSHE lawsuit.

  - o Didn't hear anything for a while due to internal Dept of Ed changes. They were going to drop it, but then had another change of policy and came back to lawsuit. DeptEd didn't share particular details of lawsuit.
  - o Last fall, dept of ed looked at website and found issues. We had a phone meeting with them to discuss issues. DeptEd didn't provide documentation but we took our own notes.
  - o Came up with issues and gave us 3 options:
    - ▪ Option 1: 10 days to fix everything
    - ▪ Option 2: 6-12 month resolution agreement, where you'd document all of your college's procedures and efforts towards accessibility
    - ▪ Option 3: DeptEd will audit the entire college for accessibility
  - o WS worked with KWall and fixed all identified issues within 10 days and replied to DeptEd
    - ▪ Examples: youtube videos didn't have captions, link colors needed to be adjusted, 3rd part chat software wasn't accessibility.

- Second phone call with DeptEd identified new issues that they hadn't the first time
  - Mobile megamenu wasn't keyboard accessibile
  - Chat link on homepage not coded right
- WS fixed those items quickly and sent them back, sent it back to DeptED
- Waiting to hear back from them now
- It's likely that if they come back a 3rd time, we'll have to go with resolution agreement. Would require larger cooperative agreement between many college departments.

- WebCollege update: has integrated ReadSpeak into Canvas in an effort to make canvas more accessibile as well

- As part of this process:

  - Tim went back to check on all YouTube videos to make sure they're captioned appropriately.
  - Flippingbooks (enhanced PDFs) had adjustments made to improve accessibility – more prominent access to download accessibile PDF version

- 50th anniversary coming up next year, WS will be working with MCO to develop 'micro-website' with information about 50th anniversary (timeline, history, stories, events)

  - New 50th anniversary logo
  - Hoping to have site live March 2021

- YouVisit tour updated

  - Last new stops: learning commons, athletics field
  - Contract renewed for another 3 years
  - Will add Sports and Fitness Center and update existing stops and slides as needed. Estimated updates by this summer.

- MyTMCC mobile app (mobileapp.tmcc.edu)

  - First offered approx.. 6 years ago as a
  - Provides basic functionality for Peoplesoft for mobile use until Peoplesoft offers a mobile friendly version
  - We renewed this for 3 more years, part of which includes upgrade to platform
  - WS is trying to work with IT and SCS to open APIs so that mobile app can talk to pplsoft. Process is moving slowly.

- We upgraded our enewsletter service provider

  - Previous software was no longer supported
  - Went to a cloud-based service
  - Departments that send newsletters will get new reports, but otherwise service should be the same

- Listserv upgrade will happen Friday

  - Web interface will be updated

- WS has new student worker, Quan Nguyen

Other Updates/New Business

- John: Webcollege is merging with library/learning commons, Brandy will be Director of Learning Commons. They'll be looking at website for rebranding, other updates, etc.

- WebCollege: trying to make overall canvas interface more uniform. Danielle Harris, instructional designer, has been working on building the new interface. Faculty Senate didn't want to implelemnt it across the board, so they're asking for volunteers. Goal is to take the guesswork out of navigating Canvas. Getting great feedback from part time instructors who need to know where to start using canvas and students and SGA . Contact (wc rep) or Danielle Harris if instructors want to learn more.

  - Cal recommends WC ask if they support Google Analytics, if so we can provide our GA # so they can track outgoing clicks from Resources Page
  - WC will follow up with Cal to look into evaluating canvas pages for accessibility (fonts, colors, etc.)

- Next meeting in May

- Post Go Live

  - Spring CMS/Drupal Training
  - Small groups, hands on, similar to T4 training
  - Dept. Content Review meetings (summer/fall)
  - Make other website style adjustments ourselves
  - Drupal 9 upgrade before Fall 2021

- Reminder: Review and update Dept./Program websites, submit events to calendar.