

WEB ADVISORY COMMITTEE MINUTES

For Nov. 2, 2022

In Attendance: Cal Anderson, Leone Thierman, Jenny Taufa, Jared Sorenson, Stephanie Walden, Conrad Wong, LaTara Misher, Doug Dawson, John Fitzsimmons, Dallin Crane, Kate Kirkpatrick, Adine Stormoen, Crag Rodrigue

Current Business / Quick Updates

- Web Services Staffing Updates: Welcome Dallin! Welcome Jude!
- Google Analytics Reports now called Google Looker Reports – reports sent monthly to web content providers. Emails that state Looker Studio, those are legit. Still function and look the same. If any issues with the reports, let WS know.
 - Chinese BOT entries should now be hidden. They were taking over our Google Analytics reports. We don't know what was happening. Conrad researched it and because there was no time listed on the average time on the page and it showed nothing, which indicated that it was probably automated. Conrad found a way to hide them.
- Google Analytics 4 Coming Summer 2023. It will replace our legacy analytics.
 - Adding new GA4 tags to all TMCC web properties. We have several of them where GA is being used. Most of the hits are the same. WS has worked with most of the departments to make that change.
 - Reports will be revised next summer for GA4. They shouldn't change much. Maybe upgrade them. More information in the reports. Might be added next summer.
- EAB/You Visit tour updates completed over Summer. Then they informed us that they are doing away with the current tour guide.
 - New Upgrade to Tour coming next year! Demo Examples. Right now we have 16 stops. The new version does away with the Tour Guide and replaces it with 360's, instead of a static picture that can be clicked on and can click on audio as well, like ours does now. Within the 360 there are hot spots to click on, which we don't currently have. It still has the left stops, or click on the right to go to the next stop, like we currently have. Still looking at whether we want to stick with EAB. They are still one of the top vendors who supply virtual tours. No permanent decisions yet. Our current contract expires in March 2023.
- Acquia Web Server Caching issues resolved last month.
 - A few months ago we found some pages on our website seemed to be broken. As a result of issues with the server caching, parts of the website would just not show up. It only happened every once in a while and it's finally been corrected. They moved us to the latest and greatest server platform, so it should be ok. Let WS know if it shows up again.
- HTML form testing, check for blocked Dept. emails.
 - We have a lot of online forms on our website. Like the dept. contact pages. Some are simple and some are complex. We found that WuFoo was blocking some of our dept. email addresses, and they never got it. WuFoo for some reason was blocking some department emails. Dallin is going to submit a test form and then ask the dept. if they received the test form. That way they can see if there are not other addresses that we have to unblock.
- Reminder: Search Engine – Recommended links, customization available as needed.
 - We have a search on our website. That is located locally. If you have a search on our search engine and some works don't work, WS has a way to force recommended links. If you find that pages don't come up for a keyword let WS know. They can hard code a recommended link. We can only know if we get feedback from our customers.

- Admissions App went live a few months back. New Admit letter to be pushed out near future.
 - It replaced our whole legacy application. The next phase is the new email letter. The current email letter is very old, is not mobile friendly. The new letter is going to be much better to see and not have to scroll horizontally.

New Business

- Dept. Content Review meetings
 - One -on-one to review website content. Emails will be sent out, over the weeks and months to come. Now that Dallin is on board, they are going to be reading out to each department to review each page to see if everything is correct. See if any pages are needed. We will send out batch emails to set up meetings. - Better in-person, but if we need to we can do a Zoom. Some departments will be quick and others will take longer. There are 135 websites, so this will take about a year to get through all of them. In the meantime, do ask us for updates as you need them. Don't wait for the email.
 - Academic Page Template in Use for most one-page programs
- Drupal CMS / Website: To ramp up Drupal Trainings again soon. We have a list of people who still need to be trained, we will reach out. If you want to be added to the training list, please let WS know.
 - Drupal 9 EOL Nov. 2023, move to Drupal 10. Drupal 9 has some bugs that will hopefully be resolved soon. Drupal 10 will be moving to that next fall, which will have some significant changes to CKeditor.

Other Business

- Catalog Changes – Images for Catalog list view page with filters coming next Catalog
 - Working with Jeffrey Metcalf on the new catalog that comes out next Spring. It will look very different. The catalog will be set up similar to the academic pages that shows pictures for each department.
 - To create Areas of Interest landing page that will match up with Catalog. Physical Sciences may be the only site that hasn't been converted.
- MyTMCC Mobile App
 - We are going to sunset this app in December. Can't register, can't pay. At some future time, MyTMCC website will be mobile friendly.
- Policy/Procedure Reminders:
 - Submit all events to calendar.tmcc.edu. Any employee can submit to it. It's used all over.
 - Revisit Style Guide and Writing for the Website

Other Updates and/or New Business

- WebCollege Updates?
None at this time. Still looking to hire someone in to replace Brandy's position. Hopefully by January we will have a fulltime person.
John Fitzsimmons is also retiring at the end of the semester.

Questions/Feedback/Comments/Anything?

Does everyone want to continue on Zoom.

Adjourned at: 11:37 AM.