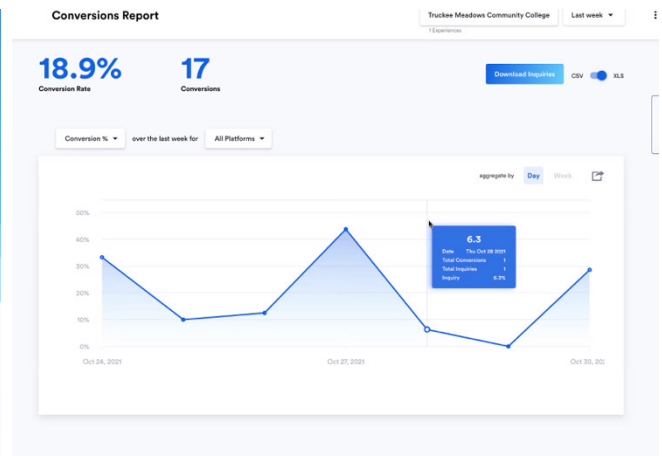
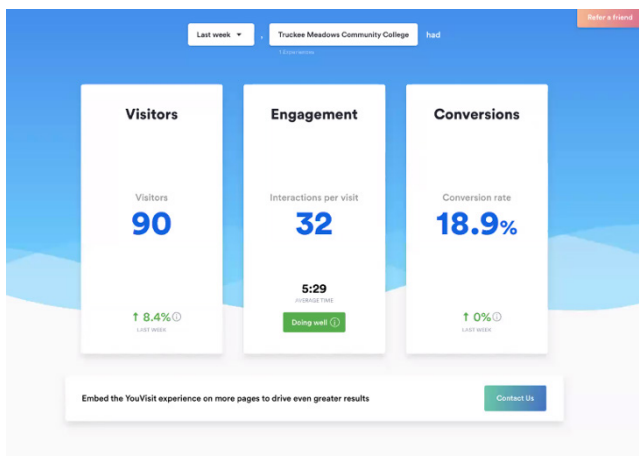


MEETING MINUTES FOR NOV. 3, 2021

In Attendance: Cal Anderson, Leone Thierman, Conrad Wong, Jennifer Hock, Kat Dow, Ricky Genz, Alfonso Woods, Cynthia Olivo, Kate Kirkpatrick, Craig Rodrigue, Mike Schulz, LaTara Misher, Yuli Chavez, Dallin Gomez, Stephanie Walden, Adine Stormoen

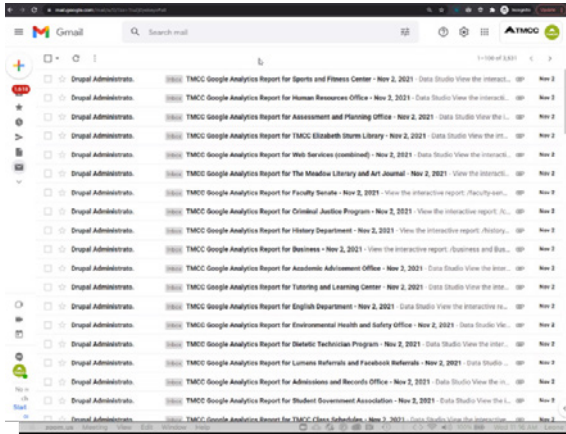
Current Business

- Drupal CMS / Website
 - Drupal 9 Upgrade coming this month
 - Drupal 8 EOL Nov. 2021. This version ends this month. Have been working with support vendor, KWALL, to get the 9 upgrade going. Drupal Core is a big upgrade to 9. The power of Drupal is that it is modular, so you can plug and play and there are many things that can be updated. We have some custom things built into our site, so it has taken them a little more time to deal with them.
 - CMS / Drupal Training
 - Continuing Drupal training. We have been doing several classes so far. We will probably schedule another one because there are few people who haven't take the training yet. After that we will roll into one-on-one training for those who want it. It's not necessary to be trained if a department doesn't want to be responsible for updating pages. Web Services is happy to update pages for those who don't want to get training.
- EAB / You Visit tour updates live
 - New photos or stops, new supplemental photos, new panoramas, new videos coming soon. Over this last summer we have updated some of the site stops and added a couple we didn't have before. We are currently working on updating videos and adding some where we have none. The tour has been pretty successful. Usage is provided by EAB.



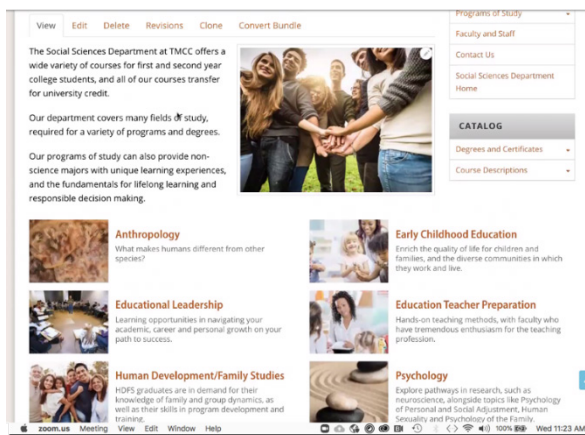
Conversions are anytime a person clicks on the link if they are on the tour long enough a box will come up to asking if they want to apply. EAB comes out annually to update, so if anyone wants a stop added, let Web Services know.

- Monthly Google Analytics Reports, Blank Report Bug Resolved
 - Google Analytics Studio Reports, Dynamic. Conrad researched and switched to this new studio. The new reports are much more dynamic than what we had. The nice thing is you can go into and view the interactive report from the email each department is sent. The link is on the top of the email.



You can change the date range. We have it set to show the last month, but you can change it to whatever you want. This data goes back to when we started this in mid-July. Some have a second report like all the hits of the PDFs. Not all departments have PDFs, but if you have some and you want them to show a report, let Web Services know. If there is some data needed, they can create some custom reports that you want. Like if you want to know which pages of your site people go to the most, etc.

- Dept. Content Review meetings
 - One-on-one to review website content.
 - Academic Page Templates. Working on blueprint or template to keep some uniformity for the program pages linked from the front page of each site.



Some academic departments have already been updated and we are reaching out to other academic departments to have some consistent flow in each. Unique aspects can be added, as needed.

Other Business

- Catalog Changes
 - Program pages being combined, structure and URLs will likely change for 2022 Catalog. Looking at changing some of the pages that are linked. They want to combine landing pages and combine tabs. Also thinking of getting rid of the grouped pages we have now. Web Services is not in favor of this. It's still an ongoing discussion.
 - How this will affect www.tmcc.edu
- New Outdoor Webcams coming soon
 - Changes. We have two new public webcams on our website, because the Dandini webcam died and the HSC camera is not good quality. The new ones are high resolution. YouTube is being used to live stream it. The public will no longer be able to access the hardware. There is software in the camera that will move

the camera every few minutes to pan the campus. The HSC camera is still being installed. In the future it would be nice to have one on the north side of the Dandini campus.

- Admissions App from IT still coming. Still a work in progress. Contracted with a contractor to load the data into Peoplesoft. Still have back end data processing hurdles to get through. May be available in Spring.
- Long term Project for Web Services (Drupal training, managing our own build, make customizations)
- Policy/Procedure Reminders:
 - Review and update Dept./Program websites
 - Submit all events to calendar.tmcc.edu
 - All A&R events through Aug. 2022 posted (thanks Jen)
 - Web Policies and procedures found at <https://webservices.tmcc.edu>
- Other – the COVID banner has a link to the vaccination page for the students to submit proof to TMCC before they register.

Other Updates and/or New Business

- WebCollege Updates? None for now.

Questions/Feedback/Comments/Anything?

- The 50th Anniversary microsite won a national gold award and Web Services did so much of the work on it to make this so successful in winning the award.