TMCC
Truckee Meadows Community College
Web Advisory Committee

WEB ADVISORY COMMITTEE MINUTES

For Feb. 1, 2023

In attendance: Cal Anderson, Leone Thierman, Dallin Crane, Douglas Dawson, Maggie Eirenschmalz, Alex Olivia, Kate Kirkpatrick, Jenny Taufa, Conrad Wong, Adine Stormoen, Crag Rodrigue, LaTara Misher, Susan Lundahl, Jared Sorenson, Brandon Goehring

Current Business / Quick Updates

- Beginning of semester, website updates.
  - Revised Admin Evaluation Review PDFs.
    Now it has six different items which are more in line with what the supervisor completed. On the performance form the communication skills and performance were combined. This makes the two forms related better. The Admin. Faculty Committee were the ones who worked with Conrad on this. To get the math logic to work, rather than completing it in a browser, please download it and complete in Acrobat Reader.
  - IT Self-service Student Authentication tools page – fixed for better mobile friendliness
    The page has always been out there, but it didn't show so well on mobile devices. When it was scaled down it wasn't working and you had to scroll across to see all of the boxes. We try to make sure all pages work on mobile devices. If you see something that needs changing, let WS know.
  - Steps to Enroll page changes
    The new page got updated. Financial Aid had us move "Apply for Financial Aid" to the second step. Changed the Recommended Steps for Success – added some steps, because students were somewhat confused about this, so now it shows information about Canvas, Passwords, etc.
    New Student Orientation – Changed from SOAR and updated page to be more clear. Nobody understood the acronym. FAQs have been added.
- Dept. Content Review meetings underway
  - One on one to review website content. Email invites are sending out over the weeks and months to come. Dallin is scheduling meetings to go over Department websites.
    Cal shared the Website Review Checklist, which lists what to look at that needs changes.
    This will probably take most of the semester to get all of this done.
    If WS comes across something they see needs updating, they will reach out to the department to work with them on the content.
- Web Server Slowness issues from Dec 2022 resolved.
  - Drupal CMS / Website: Now we can look into ramping up Drupal Trainings again soon.
    We were having some issues with Acquia that was affecting the backend of our website. That has been resolved. That was holding us back from starting the Drupal training. So now we will reach out to start doing the trainings again.
  - Drupal 9 EOL Nov. 2023, move to Drupal 10 this Fall.
    Drupal 10 is the next upgrade. The front end won't change much, but the back end will have some changes. CKEditor 5 is the new content editor.
    Support for IE is going away. No one should be using IE anyway.

New Business

- Campus Map: Working with vendor to produce a color illustrated vector campus map of the Dandini campus.

- o Demo examples
  Looking at having 3D color maps of the campus. Currently we just have PDFs. We will continue having these, but we will now have something more colorful on the website. Mapformation.com is the company we will be working with over the next several months. Cal demonstrated some examples. They work with many colleges. This can be used online, as well as on posters, flyers, etc. and this will provide a benefit to people coming onto campus.
  We will have the actual files, so we can make changes ourselves.
  We have been working with Facilities and Marketing on this.
- Late Spring: East View Live WebCam coming after snow melts. (to be added to webcam.tmcc.edu)
  We will add a new camera on top of the Sports and Fitness Center and it will cover another angle of the campus.
- Spring: Back end bug fixes and updates in Drupal. (working with KWALL)
  Since we are fully staffed and our website issues are resolved, we can get to our backlogged items.

Other Business / Quick Reminders

- Google Analytics 4 Coming This Summer 2023
  - o Reports will be revised next summer for GA4
    GA is retiring the way they have been doing things. We will update our monthly reports this summer.
  - o GA Tags on website now in place now to capture some history for revised reports.
    We will be asking for testing in the future.
- EAB/YouVisit virtual tour to be upgraded late Spring/early Summer. (tour.tmcc.edu)
  The new platform is changing some things.
  - o The virtual tour guide will go away.
  - o The stops will change. No more static, rather 360 pano's with clickable hotspots. There will be more of an immersive experience.
  - o Will share more with this committee as we get dates for the reshoot and discuss potential changes.
- Reminder: Search Engine – Recommended links, customization available as needed.
  - o When you put a word into our search engine, if the search results you are looking for are not coming up in the top 3-4, the key words may need to be changed. Let WS know what is not working in searches if yours doesn't come up at the top.
- Policy/Procedure Reminders:
  - o Submit all events to calendar.tmcc.edu
    - ▪ We are working on a best practices doc for How to Successfully Submit a Calendar Event.
      Some people have issues, so we are putting together a document for people to submit, what needs to go where, what not to include, a full description, sometimes they don't include a link they want. Currently for 95% of the submissions, WS has to spend a lot of time editing them. Sometimes titles are really, really long and the new how-to document will help with that.
  - o Review your websites often, revisit Style Guide and Writing for the Website as needed.
    Web Writing for the Web. (styleguide.tmcc.edu)

Other Updates and/or New Business

- Any WebCollege Updates?
  Nothing to add at this time.

Questions/Feedback/Comments/Anything?
What to do if you see something that is incorrect. Send an email to WS, include the URL and the copy and paste the area that is wrong.