

MEETING MINUTES – FEBRUARY 4, 2015

In Attendance: Cal Anderson, Beverly Bavaro, Kathy Berry, John Fitzsimmons, Kate Kirkpatrick, Craig Rodrigue, Amanda Sagun, Cheryl Scott, Adine Stormoen

Meeting Called to Order: 11:00 a.m.

Current Business

Web Policies

Web Services continues to work on updating their policies, in part to help encourage and enforce better use of the approved TMCC style guide. We are reviewing and updating existing policies, and possibly will want to remove those that are older and/or obsolete.

VPFA Policy/Procedures: Formatting as "Steps"

Web Services has been updating VPFA Division Web pages with procedural updates, as directed by VPFA, so they are consistent with a numerical, step-by-step format. Departments such as IT and Auxiliary Services continue to work with Web Services on their updates. This process is ongoing but provides some procedural consistency across at least the VPFA Division pages. Cal used the Budget and Planning Office's Purchasing Procedures Web page (<http://www.tmcc.edu/budget/policies-and-procedures/purchasing/>) as an example of one that has been completed.

T4 Development Server and Site Manager Version 8

Web Services is working with Terminal Four (T4) to put together a development server (housed here at TMCC) as a backup to our production server. It will be used for new software upgrades and testing and will not affect the production server.

The current T4 CMS will be upgraded to version 8 sometime this year. It is a re-write of the software and will be mobile-friendly. The interface for the new version is significantly different but appears to be an improvement. Revised training will need to be developed and rolled out to current users.

Kathy Berry asked if we knew what percentage of departments have already received training on version 7 of the CMS?

Cal answered that there are now around 40 trained Web Content Contributors, and about half of all TMCC departments with Web pages have had CMS training. All of the large administrative departments have been trained. Many departments have Web content that doesn't change very often (mainly the academic departments) and therefore they may not require a Web Content Contributor.

TMCC Website: Mobile/Bootstrap/Responsive Design

Cal shared a roadmap and tentative timeline for implementing a mobile version of the TMCC website. Much progress has been made over the last year. He suggested that hopefully this summer it will be ready to launch.

"Responsive design" is an approach to using one code base that works across all devices.

John asked if we couldn't just plug in CSS or JavaScript to make that work within our current system?

Cal answered that no, it's not that easy. We are reconstructing the site using Bootstrap; using the existing site design and retrofitting it.

Cal showed examples of an early prototype – demonstrating that scrolling/zooming in the current site results in information being cut off in a smaller screen size such as a table or iPhone. In the new mobile design, navigations change with dimensions – now information is stacked; no horizontal scrolling.

John asked if the library home page would require a design change in the new setup?

Cal answered that although it is a custom page, it will be set up to scale down and will work properly without a redesign.

Other Business

- **Department Site Reviews:** This is an ongoing project. Progress has been slower than originally planned due to the many daily demands on our time. Web Services is meeting with department Web Content Contributors to review their Web pages and documents and forms, and provide feedback and recommended updates to keep content fresh and accurate. Web Services has met with a good number of departments and continues to schedule meetings throughout the year. This will most likely continue to be an annual, ongoing project – to meet with each department at least once a year.
- **Online Tour:** Cal reviewed the current TMCC Online Tour (tour.tmcc.edu); the content is outdated and very much in need of updating. A new online tour using youvisit.com would be about \$8K per year to maintain. Compared to a CRM or curriculum software such as Accalog it isn't that expensive. It has been brought to the attention of the administration, but there seems to be no funding available at this time. Cal asked if anyone had connections with Student Services and suggested that they should ideally be driving the effort. The tour pages get approximately 500 user visits per month – which is significant.
- **TMCC Policy Manual converted from PDF to HTML:** The TMCC Policy Manual is no longer a PDF document. The new Web pages (<http://www.tmcc.edu/tmcc-policy-manual/>) are searchable and linkable and far more user-friendly.
- **Word Templates and Training:** The conversion to CMS has prompted more forms using HTML instead of fillable PDFs, and conversion of PDF documents to Web page content. Results have been positive from those who have gone in this direction.

Web Services is revising their trainings for use of the TMCC template and styles. In the past, Web Services trained users to create Word docs using the template and styles, and then also how to convert those Word docs to PDF. Despite this, the overall understanding of the PDF process has been low and Web Services has been handling it in-house; therefore, the trainings will now focus on use of the template and styles only.

- **Steps to Enroll:** Cal demonstrated the new Steps to Enroll Web pages that will go live on Feb. 13. Kathy asked if there will be subdomains for each category? Cal said we could do that if requested.
- **WebCam Status:** Due to the Child Care Center's new roof, the WebCam has been disabled for the last two months. After completion of their work, it was discovered that the contractor did not leave holes for wiring required to re-install; we are hoping to have it working again by the end of February.
- **Documents and Forms Database:** The TMCC Documents and Forms Web pages have historically been database-driven. Cal demonstrated how this looks and how it ties to the CMS.

The plan going forward is to sunset this secondary database system and instead make full use of the CMS for documents and forms. It is a "behind the scenes" update; the user experience will be similar and the Web pages will not appear much different. However, the internal search engine that currently queries the database will go away, and users will then simply use the main search tool to find documents and forms along with other Web page content.

- **TMCC YouTube Video Channel:** Currently, all TMCC videos are located at video.tmcc.edu and also many are embedded within Web pages such as Financial Aid, etc. The videos are using old technology (Windows Media and MP4) – they work but they are not an ideal user experience, especially when using mobile devices.

To make the videos more current, we will be migrating away from Windows Media and MP4 and using TMCC's YouTube channel. Many of the old/outdated videos will be dropped and the YouTube channel page will be spiffed up.

Embedded videos will play the video within the page instead of launching an external player. This is better technology going forward; we can employ tagging, etc. Initially, video.tmcc.edu will redirect to the TMCC YouTube channel.

- **WebCollege Update:** Amanda reported that there wasn't much news and that all is well. She said that one issue they've been having is when students Google "Canvas" to get them to the Canvas login page, it often brings them to the wrong site (instructure vs. tmcc.instructure). Cal said we can map links with key words to help avoid that.
- Next meeting tentatively in two months. Cal will keep everyone posted on updates in the meantime.

Meeting Adjourned: 11:40 a.m.