
MEETING MINUTES – APR. 6, 2016

In Attendance: Cal Anderson, Beverly Bavaro, Brandie Davis, Craig Rodrigue, Brandy Scarnati, Stephanie Walden

Meeting Called to Order: 11 a.m.

Current Business

HTML Class Schedule (<http://schedule.tmcc.edu>)

Cal gave an overview of the html class schedule that Web Services released on March 15, and discussed the benefits versus the old PDF/FlippingBook – including daily updates of information, course open/close status, full course descriptions, etc.

Web Policies and Procedures: In Progress

A new and revised Web Policy and Guidelines page that will replace the old information was discussed with the committee and presented (and sent via email to the full committee) for review and feedback. This updated content reflects what we are already doing, and spells it out much better, as times have changed since the original info was created. The old/existing information is extremely outdated and serves little purpose. Much of the updated content cleans up and clarifies policy versus procedural information.

The only exceptions that we will likely keep (in a revised format) will be the procedures for PDFs and Social Media.

Any formal update to existing policies that appear in the TMCC Policy Manual will go through the President's Cabinet for final approval.

Financial Aid PDF Forms

Cal discussed the most recent batch of Financial Aid forms that Web Services produced and posted for them, and mentioned that although overall we are not posting as many PDFs as in the past, Financial Aid is a notable exception. They have 17 new forms for 2016-17, in addition to 19 for 2015-16, along with several more "general" forms. They have advised us that there will be about 15-20 more forms for 2017-18 that will need to be added around September or October.

New Public Safety Landing Page

Cal presented the new Public and Occupational Safety Department's new program landing page that was requested by Darryl Cleveland; it incorporates links to existing pages for Fire Tech, EMS, etc. all in one place.

Raisers Edge

TMCC Foundation has replaced PayPal for online donations and is now incorporating Raisers Edge software instead. They have also agreed to use it as the payment option for commencement DVD purchases.

Catalog: CourseLeaf/LeapFrog

Third party product, CourseLeaf/LeapFrog, replaces the PDF/FlippingBook version of the TMCC College Catalog. As mentioned in our last update back in October, Melissa Deadmond and Julia Bledsoe are leading the project which should be

complete this Spring. Cal has been working with them to help ensure that the College "look and feel" are incorporated as it goes online.

T4 Site Manager: Upgrade to Version 8 Still Forthcoming

Cal will be attending TerminalFour's annual conference next week. He spoke about the upgrade from version 7 to version 8 which is still forthcoming from the vendor; we anticipate a release this year. We will work with the revised CMS on our test servers first. Ultimately it will require retraining for all of the departmental contributors who were trained on version 7.

Bootstrap Mobile Framework Version 4: Forthcoming

Bootstrap is the code that all of our current responsive web pages are based on. As mentioned in our last meeting, we will be moving to version 4 as time allows this year. This is a significant upgrade, and includes required code changes.

Continued Refinement of Mobile Website

As time permits Cal will be fine tuning some of the mobile features of the website. For instance, at phone size, it would be preferable to minimize scroll time; some content at the top of the page at that size could be rearranged. Cal asked the committee to let him know if they have suggestions for any future improvements.

He also mentioned that the MyTMCC mobile app (PeopleSoft) is still around. Although there is a mobile component to the PeopleSoft upgrade, we are told it won't be implemented anytime soon.

YouTube Live Streaming

Web Services is working with Tammy Johnson who has the live streaming hardware now (used to have to borrow it) to post in-house live streaming of select meetings to the website, such as the recent Presidential Search Committee; video archives are posted to TMCC's YouTube channel.

Online Tour (youvisit.com)

Cal reported on the latest regarding the online tour. He said that at this point it's no longer simply a money issue and that Kyle does not want IT to "own" sole responsibility; it may be more of a personnel availability issue now. It should be managed by Student Services, but they have said they don't have the personnel time to manage it.

Helen Johnson, has assumed responsibility for the Student Ambassadors program which includes in person tours, and is purchasing a touring system that uses an interactive map (mapsalive.com).

Cal said that Andy Hughes will be talking with Estela; as more information becomes available Cal will update committee on progress.

Brandy Scarnati said she'd be willing to look at her budget and contribute if WebCollege was featured in the tour.

Web Services Student Worker Update

Shiva Gummi, our "senior" student who has been with us now for two years, graduates in May. We have just hired a new student, Krishna Bhakta, who is in training.

Other Business

Brandy Scarnati gave an update on Canvas; updated interface. Video storage solution in process getting one e.g., Kaltura which integrates into Canvas, or Canvas ARC. Will move all videos over; will be password protected and captioned. Student workers currently doing all captioning. Desirable to have one system doing more rather than many different systems.

Web Advisory Committee Meeting Minutes –Apr. 6, 2016

Currently using Jing for short "how to" videos and course evals; looking for recommendations on software to purchase they can use to post (like Captivate did); will discuss further with Cal for suggestions

Brandie Davis: confirming that the "Foobar" for campus alerts (within the CMS) works with Kate's updated passwords; Cal confirmed and has sent out step-by-step instructions.

Meeting Adjourned: 11:30 a.m.