TMCC
Truckee Meadows Community College
Web Advisory Committee

MEETING MINUTES – AUG. 3, 2016

In Attendance: Cal Anderson, Beverly Bavaro, Kathy Berry, Natalie Fisher, John Fitzsimmons, Kate Kirkpatrick, Craig Rodrigue, Jeannette Smith, Stephanie Walden

Meeting Called to Order: 11 a.m.

Current Business

Request to Revise WebAdvisory Committee Meeting Schedule

It was unanimously agreed that the WebAdvisory Committee would in future meet four times per year instead of six. This can be modified as needed if more meetings are required due to projects and/or circumstances that warrant it.

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

The HTML online version of the TMCC class schedules were released on March 15. Overall, feedback has been positive. Melissa Deadmond is in charge of producing the content. Working to get people used to the new online format versus printing the old PDFs.

Web Policies and Procedures

Updates what we had/more current. Reflects technology changes. Revisions sent to committee via email; feedback welcome. Will go through official approval process as time permits with the new President; Kyle will add it to the queue. As technology changes more updates will necessarily be required in future.

Blogging Plan

Will present to President later this fall for official sanction. Will host in house and will need to create/set up new server (probably using WordPress). The online Echo student news is already using WordPress.

Online Elections (SGA, Classified Council, PTK, etc.)

Elections are now using responsive design; moved over from old webapps server which was not mobile friendly. Looks like the rest of TMCC's website now.

Public Safety/BAS EMHS 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.

Kate commented that even though there is currently limited program-specific marketing due to the fact that the program has not been accepted yet for financial aid, the BAS-EMHS courses are available to students. Jeannette added that some interested students may be able to get scholarships until the financial aid goes through.

Responsive HTML Enews

Following best practices, Cal has implemented the ZURB foundation framework to help make TMCC's enewsletters "mobile first" by applying responsive design. He sent an email out this week with more details. Ultimately, all of TMCC's enewsletters from all departments will be responsive.

Cal will meet with Kathy Berry regarding upgrading her WDCE enews to be responsive as well, prior to the one that is scheduled for next month.

Other Business

Hobsons CRM

Admissions and Records contracted with third party: Blackbaud's Hobson's CRM. Part of the package is the online application. Set to replace the online Application for Admission that IT previously created and hosted/maintained and which used all processes and business rules they wanted at the time, but which was not mobile friendly and had become outdated.

Possibly other smaller applications (such as Nursing, Radiologic Tech, etc.) will eventually all roll into this new main one.

Nevada State College is using it already; ours will be similar to their instance. Pros: we can brand with logo (but not much else); recruitment lead cards. Con: not mobile friendly, yet.

TMCC will start asking for $20 application fee. Most colleges have an upfront fee; encourages only serious applicants to complete and submit the form.

Raisers Edge

Foundation and Alumni use this third party software, which ties into their system and is mobile friendly. Cal has branded it and integrated some of their forms into the www.tmcc.edu website.

Grad App Survey

Institutional Research Office produces this survey once a year; Web Services sets it up and sends it. There were a few glitches with the most recent one but issue seems to have been resolved, according to Stephanie. Cal confirmed responses are coming in.

PDF Template Update to Google Doc

Web Services created templates for documents and forms posted to the Web, and provides ongoing training on how to use them. Some feedback indicated some challenges for users. Google Docs could be a simpler choice going forward. We are working on getting a Google Docs template together that will still look consistent and clean but should not pose the same challenges for users.

Terminal Four Site Manager CMS: Version 8 Update

Cal has a phone conference set up for tomorrow to find out the latest on when we will have access to Version 8. It's looking like later in the fall now. New clients are starting with Version 8 now; however, clients with Version 7 have not yet been scheduled due to problems with migration.

Bootstrap Mobile Framework Version 4: Update

Bootstrap is the code that all of our responsive web pages are based on. Upgrades will be made probably late this summer or early fall, behind the scenes. Will work better with newer devices and operating systems.

Online Tour

Enrollment is down; why is there still no online tour? Cal discussed that the tour needs to be revisited by Student Services.

Redfield WebCam

The TMCC webcams are well liked and well used. The Redfield webcam has been down after the Health Science Center construction completion, but will go back up soon after Facilities finishes installing the wiring, with views of Mt. Rose and the surrounding area.

Web Services Student Worker Update

Web Services employs two students throughout the year, and are currently looking for one. Posted opening available to view on the Job Board.

Other Updates/New Business

Natalie Fisher said WebCollege is running smoothly and focusing on retention. Canvas was upgraded and now includes a new integration for plagiarism detection.

Meeting Adjourned: 12:15 p.m.