TMCC
Truckee Meadows Community College
Web Advisory Committee

MEETING MINUTES FOR APR. 5, 2018

In Attendance: Cal Anderson, B. Bavaro, Kathy Berry, Elena Bubnova, Yuli Chavez, John Fitzsimmons, Susan Lundahl, Craig Rodrigue, Stephanie Walden, SGA Representative Armaan Aguilar

Meeting Called to Order: 10 a.m.

This special meeting of the committee was called specifically to review new design templates for TMCC's website update. The next regular meeting of the committee is on May 2, 2018.

Cal reviewed draft versions of 10 key pages.

Feedback needed from committee by tomorrow, **Friday, April 6, 2018**.

Kathy Berry felt the layouts were fresh and aesthetically pleasing.

Cal detailed how even though on some of the designs he is showing that the section menu is on the right hand side, in the revisions/final he anticipated the menu will be on the left hand side. He explained his reasoning behind the decision to do so, having to do with visual flow, content balance, etc.

Beverly added to clarify that decisions such as the menu placement that was just discussed are always made with a great amount of thought and research behind them, and that Cal's explanation of the menu placement reasoning only just touches on each small detail that must be considered and how those decisions are made with the Web Services team's expertise in this field, and in conjunction with KWALL's professional input, and multiple other factors that result in an optimal user experience on many levels that may not be fully appreciated when viewing the template designs without context.

Elena Bubnova added that these explanations are helpful when looking at the designs, to achieve a better understanding of how we got there.

John Fitzsimmons commented that the new Academics landing page layout and new search capability for departments and programs will be tremendously helpful. There was some further discussion for that page around departments versus programs and how showing and searching both on the new page will be good.

Elena commented regarding the new Resources page layout that users have come to expect more visuals and less text, in keeping with best practices for modern website design.

Re: Faculty/Staff page: some discussion re: automated interface with Workday and loss of mailstop info.

Yuli Chavez asked about CMS training; Cal responded that all current CMS web content contributors will be retrained in the new CMS after launch, probably early next year. First Web Services team will need to learn it thoroughly and create new training materials.

Timeline

- **Home Page**
  - o Home page design has been approved.
- **Interior Pages**
  - o We may be a couple of weeks behind schedule. We've sent initial feedback to KWALL and will have follow-up meetings regarding any further revisions.
  - o Today we are showing interior page designs to this committee for feedback as well (we have two rounds of revisions available). Feedback is needed by tomorrow, **Friday, April 6, 2018 at 5 p.m.**
- **Next Phase: Development**
  - o The next phase is development where we take the final designs and create code templates, and place into Drupal. This is a big chunk of time. Anticipate lots of back and forth to get right.
  - o We have many custom pages that are unique and will require additional programming hours with KWALL to get corrected (see list of pages).
- **Migration: Summer**
  - o Content migration and clean up will happen over the summer. This is the part that will be on us, and will take time. How much we get done before we go live is still TBD, what we don't get done, we will have to do post-launch in some cases.
- **Drupal and Acquia Training**
  - o Web Services is already moving forward with self-training in Drupal. There will also be further training provided by KWALL after development is complete.
  - o We plan to train our web content providers after going live, once we are all comfortable internally with the platform and have developed solid training materials.
  - o Also, we will be learning the Acquia cloud platform where our site will be hosted.

Designs

- Home page design has been approved.
- Interior pages are next up for approval. Our contract allows for 10 wireframe/interior designs which we will review with this committee (these are not the revised (or final) versions, since our review meeting with KWALL isn't until later today).
- **Important Design Notes**
  - o After completing the design process for TMCC's home page, taking into consideration many factors including input from our professional design partner, KWALL, and TMCC user feedback, the approach we are taking on the new interior designs is to bring forward something new and exciting and yet still familiar.
  - o Our objective is to bring TMCC's site into a more modern design with more visuals and graphics, while still retaining a level of familiarity with regard to TMCC's branding, high level navigation and placement.
  - o We agree with the assessment that on our site today, our biggest compliment has been that people are easily able to find things; and we do not want to lose that. However, we still need to modernize the site, and I think working with KWALL we have been able to combine the best of both worlds into these new designs. We've got a wow factor and a comfort factor!
  - o As when we've redesigned TMCC's website in the past, there should be a feeling more of a natural evolution—a facelift if you will—rather then a complete and total overhaul.
  - o Ultimately, many of the biggest changes will be those that are unseen, behind the scenes, converting the site content to Drupal's CMS!
  - o Note that most modules on these pages can be changed (added/removed) and stacked differently.

Meeting Adjourned: 10:47 a.m.