TMCC
Truckee Meadows Community College

Web Advisory Committee

MEETING MINUTES FOR OCT. 3, 2018

In Attendance: Cal Anderson, B. Bavaro, John Fitzsimmons, Jennifer Hock, Kate Kirkpatrick, Susan Lundahl, Craig Rodrigue, Karen Rubio, Elisabeth Saldana, Brandy Scarnati, Adine Stormoen, Stephanie Walden

Meeting Called to Order: 11 a.m.

Current Business

- **Drupal CMS / Website Redesign Project Updates**
    - Cal showed the new home page for tmcc.edu with a placeholder video.
    - He presented a demo of the initial Drupal build and the behind the scenes interface. We have started the "clean up" process and rebuilding pages and menus now that content has been migrated into the system. He discussed the menus for each department page that we are currently building, along with the content groupings.
    - He showed the content audit spreadsheet our team is using to keep track of the many pages we are working on. He also showed a spreadsheet documenting our CSS and Javascript custom code which will need to be accounted for and inserted properly in the correct way into Drupal using the asset injector.
    - The TMCC News and Events Calendar modules are both still in the Development Phase.
    - It is a lot of detailed work. The magnitude of what's going on behind the scenes is hard to describe.
    - He showed our "employment" module spreadsheet being used to accumulate new text for the academic landing pages that can help encourage students and get them excited about programs and courses we offer. It doesn't have to be all about "employment" but that is the working title. Emails were sent out in the last couple of months for deans, directors and web content contributors to help us create the text for this module. Wherever there are gaps in information, we will do our best to create something that can then be revisited at a later date and updated.
    - Brandy Scarnati mentioned that in academic leadership the deans were talking about something similar; text that is student friendly that could for example be added to the College Catalog. Cal said awareness is essential to get everyone on board. We want the text to be written in a professional tone with the same "voice". There was some further discussion and general agreement on the importance of this.
    - Cal reminded everyone that last summer we sent out information asking that all of our web content contributors update their department content, so that when we migrated to the new system it would be current. We are continuing to remind people that if updates to the site are not critical/essential, it would be best if those minor additions/changes could wait until January or so; however, we can still make updates to the current site (and are doing so).
    - Web Services will send out another AllMailboxes enews in another couple of weeks with all of the info we are discussing here and we will continue to communicate with the campus community as progress is made.
- **KWALL**
    - Our meetings with KWALL are now twice a week.
    - Cal brought up the Asana site, which is the software our vendor KWALL uses to track tickets the Web Services team has entered for bugs and other issues that need to be handled in the Drupal build. As shown, there are a lot of tickets still to be addressed. Progress is being made.
    - John Fitzsimmons asked about the Asana system and Cal compared it to IT's Footprints service tracking system. There was some discussion of bugs/questions/issues being addressed. Cal said that to some degree we are at the mercy of KWALL on bug fixing and they have not been as fast on this as we wanted.

- o KWALL's lead developer will be coming to Reno (at their expense) for one day of intensive training and issue resolution on Nov. 2.
- **T4 Update**: Contract for technical support ends on Oct. 14 as we phase them out. Software is still available for us behind the scenes and still works to run the current website.
- **Digiman Video**: We are looking for "impactful" video for the new TMCC home page. Cal showed Millikin University's home page as an example. Kate is mainly driving our work with third party vendor, Digiman. She said they came out and took new photos and that Tim Ill will be in charge of editing the content they provide into the 45 second video(s). Kate said Digiman was funded by a RAP request and they have now done everything they were contracted to do and also graciously added some additional footage of Culinary and Art, etc. However, our needs are so much greater than what we have now. Ongoing, long term: what is the plan? Brandy said that we need a full-time videographer and that Tim is 1/2 time with no back up. Cal added that UNR updates their home page video about every month or so and that we'd want to update at least 3-4 times a year to keep it fresh. Kate said the time it takes to get the footage needed for those 45 second videos is hours and hours for what this needs to be. John added that it's obviously a lot of work. There was some discussion and agreement that going forward video/photography will need to be more of a priority than it is currently. John added that with the Library's transformation, we will need new photos for the website; Cal said the virtual tour will also need to be updated when the Library is finished.
- **Acquia:** our website will no longer be hosted in-house by IT, but will be hosted in the cloud with Acquia, the best Drupal hosting out there. Web team will be trained in this new platform and we have paid for "white glove service" to begin this whole new process.
- **Launch**: Tentative go live date for the new site in Drupal is Dec./Jan. but it is fluid as progress continues to be made.
- **Post Launch and Beyond**: Phase II will focus on content revision and fine tuning…

Other Updates and/or New Business

- **WebCollege**

  - o Brandy Scarnati updated on their plagiarism software, TurnItIn, and on their SmartThinking online tutoring software. They have an RFP out now to see what else is out there.

  - o Using accessibility software, UDOIT; however statewide they are considering using "Ally" product (UNR and WNC purchased it). Her team has not tested it yet.

  - o WebCollege is actively supporting 1,162 active courses and 480 faculty for Fall 2018.

Meeting Adjourned: 11:30 a.m.