

# MEETING MINUTES FOR MAY 5, 2021

**In Attendance:** Cal Anderson, Leone Thierman, Stephanie Walden, Kate Kirkpatrick, John Fitzsimmons, Conrad Wong, Natalie Ramirez, Susan Lundahl, Jennifer Hock, Yuli Chavez, Cynthia Olivo, Adine Stormoen, Kathy Berry

## Current Business

- Lots of updates posted this Spring!
  - (forms, surveys, events, pages, content)
  - Let WS know if you have new projects. They have some time. As we go back to on-campus, make sure all department websites are up-to-date.
- 50<sup>th</sup> Anniversary Website launched May 4, 2021
  - Kate set out a message about the whole celebration. Glad the website is finally out there. It was about 18 months in the planning. Kudos to everyone who worked on it. Shared screen to show the website: [sites.tmcc.edu/50-years/](https://sites.tmcc.edu/50-years/)
  - Site is very mobile friendly, especially the timeline information, which was a challenge to still look good on a cell phone.
  - More posts will take place throughout the year.
- Drupal CMS / Website
  - Working with KWALL to upgrade to Drupal 9 later this year (Late Summer/Fall)
    - Must do this before 3<sup>rd</sup> party dependencies expire in Nov. 2021. Need to update due to security issues. There will be a lot of time testing the upgrade during the summer.
  - CMS/Drupal Training during COVID
    - Continuing Drupal training to Web Content Providers via ZOOM  
As things slow down over the summer WS will reach out to get people into trainings. In the meantime if there is something needed, please reach out to WS.
- Commencement Page coming
  - Will be similar to Open House pages, with videos, links, etc.  
Working with MCO on this. Similar to the Open House page we did last year and just created with ROC. Will have a similar look. Will have videos, links to social media. This is expected to go live next Monday, May 10. There will be a special URL for it. This is meant to take the place of the traditional speaker section of commencement. We will be live streaming those five days of the drive-through.
- Dept. Content Review meetings
  - Online – one on one to review website content.  
WS have been revising and cleaning up some of the policies and procedures. In the section menu there are some Web Publishing Procedures. There is an Administrative Page. We have a Faculty/Instructional Web Page that is for faculty who would like to promote themselves. Some are old and new Google sites. Cal will send out a reminder about the fact that dept. pages have certain processes that we need to adhere to. Adine asked about 3<sup>rd</sup> party sites. Would it be appropriate in Upward Bound to have a 3<sup>rd</sup> party page for the lab schedule that changes from week-to-week? On the regular site we have our standard lab hours. If we have a Google site, we could give permissions to others in the dept. so if they need to change their schedule they could. Cal said they could create a static page that people could update. Cal suggested having a meeting to talk about what is needed. Jennifer said they set up a page for Advising and wondered if this is something similar or flexible enough for Adine. It's called myadvisor. Jennifer also said they could

do Drupal training for this specific page.

Another question about the one-year book club. They have created a web page. If it's a TMCC book club it should go through WS to make sure it meets all the requirements. Cal suggested Adine reach out to the club and suggest that it have an official TMCC look. Jennifer pointed out the WS could pass along information to MCO to promote it.

- Policy/Procedure Reminders:
  - Review and update Dept./Program websites
  - No 3<sup>rd</sup> party TMCC webpages, hosting, no Google Sites or Google Forms for public pages (only exception is faculty/instructional pages).
  - Submit all events to calendar.tmcc.edu
    - All A&R events through Aug. 2022 posted (thanks Jen)  
If there is some event that can be posted in the Event Calendar it feeds through to other calendar modules so they appear on other subpages. Because we don't have a centralized events coordinator, so getting information from departments is essential.
  - Web Policies and procedures found at <https://webservices.tmcc.edu>

## Other Business

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- Monthly Google Analytics Reports – Blank Report Bug  
These are usually sent out monthly by Google Analytics. Unfortunately, it has been broken for quite a while. It has happened before. It happened about the same time last year. If you are relying on these reports for making decisions, we can run a custom report manually. It takes a lot of time, so request if you really need it. We are hoping they will get this fixed. We are still collecting the data, but just not getting the reports.
- Google Sites retiring Classic Sites (FYI for Faculty)  
The old version is being retired in favor of the new sites. Cal will remind the faculty again to move over to the new Google sites. The new site looks a lot better; it's mobile friendly, cleaner.  
Google will archive the old stuff. There is a Google tool to transfer, but does not work that well. It's better to just start a new site. The old sites will end around next October, however, it could happen earlier. This idea is to keep reminding people so they don't panic at the last minute.
- Catalog 2021-22 Launched  
Went live a few weeks ago. Because there are many changes, new courses, old ones that have gone away, the links can be broken or the URLs are inconsistent. It doesn't affect the page content, but it does make for less efficient searches. If you are in a department that has degrees, check your website to see if everything is accurate.
- Admissions App from IT coming  
This is an on-going project. WS is involved for the front end to make sure it works on mobile sites, etc. Hopefully this will be released this year with the similar look and feel to our new website. The old form is not mobile friendly.
- New Student Worker – Dallin Gomez, he started last month!  
He is a computer tech major and hopefully will be here for the next year.
- EAB/You Visit coming out in Aug. for updates to virtual tour  
They will be coming out to get new photos.
- Long term Project for Web Services (Drupal training, managing our own build, make customizations)  
In addition to the day-to-day stuff, we are still working on what Drupel offers and what we can do more ourselves instead of relying on the third party.
- Other?  
John asked about training. Cal said if he wants to do it soon, he can schedule out something for the library. Cal will send out an email to John and Brandi to set something up.

## Other Updates and/or New Business

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- WebCollege Updates

Have/are going to have as many professional development trainings as possible this summer.

Adjourned: 11:50 AM.