

Rancho Santiago Community College District

District Office

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Technology Advisory Group

Meeting of: Thursday, December 03, 2015 – 2:30 p.m.

District Office 107, Board Room

Meeting Minutes for December 05, 2015

Members Present: Oscar Cortes, Tammy Cottrell, Mike DeCarbo, Ancie Dulalas, Dean Hopkins, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Tamara Nabulsi, Alfonso Oropeza, Sergio Rodriguez, Jolene Shields, George Sweeney,

Members Absent: Curtis Childress, Kari Irwin, Narges Rabii-Rakin, Pat Weekes

Guests: Stuart Davis

Discussion

- Call to Order
 - Meeting called to order at 2:35 p.m.
- Ellucian Portal Presentation
 - Brian Tydlacka, Principal Consultant from Ellucian, presented a status update on the portal development. The information shared included all changes and updates made as a result of planning meetings held in November and December 1, 2, and 3rd (see agenda below) in the District Datatel Training Room (DO 251).
 - He also did a small demo to show the different landing pages and their contents and answered questions from the audience that included TAG members as well as other campus constituents and participants from the Portal Implementation Team and subgroups.

Portal Project Agenda

December 1, 2015 - Room DO 251 - SHAREPOINT HANDS-ON LAB for Core Portal Implementation Team

Timeframe	Topic	Activity	Participants
9:00am-12:00pm	SharePoint Lab	Creating Sites Announcements Tasks Calendars Discussion Threads Surveys	CORE Portal Implementation Team, ITS Team, Website Team, and Team Members Leads
12:00pm-1:00pm	Lunch break		
1:00pm-5:00pm	SharePoint Lab	Document Libraries Version Control Custom Columns Custom Views Picture Libraries RSS Feeds Custom Lists Deleting Libraries Managing the Recycle Bin	CORE Portal Implementation Team, ITS Team, Website Team, and Team Members Leads

*December 2, 2015 - Room DO 251 - **OPERATIONAL PROTOCOLS TEAM (Establish the working procedures that guide content)***

Timeframe	Topic	Activity	Participants
9:00am-9:30am	Operational Protocols	Decision Workbook	Operational Protocols Team
9:30am-10:00am	Operational Protocols	Communication: Messaging in the Portal	Operational Protocols Team
10:00am-12:00pm	Operational Protocols	Team Sites, Information Sites, Newsfeeds	Operational Protocols Team
12:00pm-1:00pm	Lunch break		
1:00pm-2:00pm	Content Best Practices	Discuss content for major web parts	Operational Protocols Team
2:00pm-4:00pm	Mobile considerations and layout decisions	Review web part layout to maximize the responsive design	Taxonomy Team
4:00pm-5:00pm	Portal Implementation Team Site	Create a team site just for the project and populate it with pre-loaded content from consulting engagements	ITS Team, Website Team

*December 3, 2015 - Room DO 251 - **TAXONOMY TEAM***

9:00am-10:30am	Taxonomy	Taxonomy Overview Taxonomy Best Practices	Taxonomy Team
10:30am-12:00pm	Taxonomy Development	Develop first draft of taxonomy. We will also take a look at making an information site template	Taxonomy Team
12:00pm-1:00pm	Lunch break		
1:00pm-2:30pm	Create Information Site Template	Build the information site template designed that morning	Ellucian Consultant Only
2:30pm-4:00pm	Next Steps	Next Steps with Project Status and Demo for Stakeholders	TAG, Ellucian Consultant, Portal Implementation Team, ITS Team, Sara Lundquist, John Hernandez
This will be held in the DO BOARD ROOM!			

- Approval of Minutes
 - The minutes from the November 05, 2015 meeting were approved
- Next TAG meeting on March 03, 2016
 - After reviewing all applicable Thursdays in January and February, it was confirmed that there is no ideal meeting date available until March.
 - Lee will communicate with TAG via email if any discussion or decisions need to take place prior to March, 2016.

Information Distributed

- none

Next Meeting: March 03, 2016

2:30 to 4:00 p.m. in the Board Room (DIST-107)

Adjournment

Lee adjourned the meeting at 4:05 p.m.