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# MEETING MINUTES – NOVEMBER 4, 2020

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# Web Advisory Committee Meeting Minutes –November 4, 2020

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- o Then have one -on-one with the individual departments to look at those pages.
- x Internal : Drupal 9 upgrade before Fall 2021 – it's open source that has to be upgraded a lot, so one of the big changes is Drupal 8 is going to sunset, which means a lot of work for Web Services , maybe by next Fall.
- x Department Content Review : One -on-one meetings will be held online to review website content. WS is ready to start this again since we migrated to Drupal. WS will be reaching out to content providers for departments to set something up. Check on links, photos, forms, FAQs, style guides, etc. This might start in December. Marketing will be working with us, as well, so we can get more consistency on our pages.
- x Reminder: Review and update department/program websites, submit events to calendar.

## Other Business

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- x Branding and style for Forms and Applications : Admissions App and OnBase forms. (Conrad) – Working on rebranding them to look like the current site. Stripped out the menus. The center area is where we will plug in the OnBase forms. The admissions app was shown by Conrad. Now in the final stages of testing. Ricky and his team and IT are working on the admissions app.
- x YouVisit Updates : Renewed; Sports & Fitness Center (tour.tmcc.edu) – They are now called EAB. Just got the new photos a couple of weeks ago and the new site will go live in a few weeks. Updated some of the slides and scripts. The SFC was added. Got some 360 panoramas of the inside, like the gym and fitness room. Got some new pictures of the new dental wing. Jennifer asked if we have stats on how much the tour is used. Cal can share that information with anyone who wants it.
- x Review existing processes
  - o PDFs, Online Forms – on the TMCC website, under resources for Faculty/staff there is info regarding PDFs. Best viewed in Acrobat Reader. Not all browsers will display PDFs the same and some don't save form data. There is no ultimate solution for this until the platforms get up to the speed like Acrobat Reader. HTML forms are the best.
  - o Avoid Google Forms – please don't use for students or the public. Ask to have a form made for external usage by WS so it will be saved on our website and have all the proper TMCC style.

WebCollege (Natalie Ramirez ):

- x Been busy pushing out training sessions for faculty and staff in Canvas, covering everything related to class