WDT Advisors Meeting
January 28, 2009
2pm Genesee Room, Prahl College Center

Attendees: R. Gale-Gonzalez, J. Tyler, L. Motter, L. Murphy, J. Chybowski, D. Hiles, D. Deen, T. Saelens, K. Martin, R. Kirby, M. Kelly, C. Bassett, G. Ives, D. Sharpe

Minutes

1. Approval of Minutes from November 2008.
   Minutes were accepted as written.

2. Green Initiatives
   New web pages highlighting MCC "Green" Initiatives previewed. Suggestions for other activities on campus were requested.
   Applications to MCC on-line
   Grades reports no longer printed, available on-line
   "Image Now" software utilized to scan documents and reduce printing and paper

3. e-Learning
   New web pages shown – wording updated. e-Learning replaces Distance Learning throughout the MCC website.

4. Key Paths and MCC Policies
   Please review these (a complete listing will be emailed) and submit any needed updates via the page change button.

5. Gmail link and tutorials
   - Gmail's linking of messages necessitated a revision in the WDT Notices to make them more clear by page title. Notices names will now lead with the page title followed by REVIEW, URGENT or EXPIRED.
   - Request to make a "student version" of the Gmail tutorial page approved by C. Bassett.

6. YouTube
   Three Mott Community College ads have been posted on YouTube. Our YouTube channel is currently: mottcollege1923. Work is progressing on posting a "Mott Minute".

7. Catalog On-line:
   Information only. Catalog revision is underway now.

8. Scholarship Database
   There are currently links on the Catalog page linking to Lotus Notes Databases which are no longer being kept current. Troy Boquette would like to see these links removed. The STARS system is now being used to match students and scholarships. We can link directly to the MCC Scholarship page. Awards needs to have another approach. It was agreed that the current Lotus Notes listing until another solution is found.

9. New Business
   Directory Maintenance – G. Ives noted that this important tool needs to be kept up-to-date. Department by department maintenance needs to be emphasized. C. Bassett agreed that the form to update needs to be revised.

   Calendar Information – T. Saelens asked that dates be available farther into the future. Could we have a link on the Academic/Registration calendar page to the Faculty

Academic Calendar as that goes out a couple more years? Much discussion about how calendars are built and upon what information they are developed.

J. Tyler showed the new page from Student Life that highlights all of the on-going Club Promotions.

T. Saelens showed how prospective students can sign-up online for campus tours.

WebAdvisor password reset – D. Hiles noted that the Library is open later than the student information line, so they are receiving calls from students asking to have their WebAdvisor passwords reset. Hiles asked if there are any plans to instruct students on how to reset their passwords during non-office hours? D. Deen responded that her office would revisit this issue.

Respectfully submitted,
Liz Murphy