

**Web Advisory Team**  
Genesee Room – Prah College Center  
2:00- 3:30pm  
February 25, 2009

Attendees: R. Gale-Gonzalez, G. Ives, L. Wcisel, K. Martin, T. Saelens, E. Murphy, K. Brown, D. Hiles, L. Motter, J. Tyler, K. Dawley, C. Bassett, D. Deen, D. Londrigan

**Minutes**

1. Review of minutes from January 28 meeting. Minutes approved as written.
2. Green Initiatives – new web page [www.green.mcc.edu](http://www.green.mcc.edu) is now live. More links throughout the MCC website are being planned.
3. Registration/Academic Calendars – Calendars are now posted through the 2010 Spring semester.
4. Directory Maintenance – R. Gale-Gonzalez is adding reminders to Tracking Database. FYI – new Gmail system will be using directory. Most important that directory is accurate and up to date.
5. Writing Center – Have received a concern that when conducting a search for Writing Center results don't show Writing Center at the top of the possible links. Is this a problem with our search function?
6. Old Business –
  - A. D. Deen announced that students can reset their own WebAdvisor passwords. Students must have an email address in the MCC system. Ken Martin showed a copy of the email response a student will receive when the process is activated. Should there be a notification to the students and staff written? Everyone email?
  - B. Under “Where to Go For What” page – Writing Assistance should not be the link, make Writing Center the link.
7. New Business
  - A. C. Bassett reported that beginning Fall Semester 2009 all contact with students will use their [student@mcc.edu](mailto:student@mcc.edu) email address. Students will not have lifetime email.
  - B. C. Bassett also reported several items which were brought up at a recent EC meeting:
    - a. Why no Graduation Application on-line? There is a pdf. Graduation Application on-line and available from several

locations. This needs to be assigned to a programmer, and is not under the control of the web team.

**b.** Application to MCC – this is on-line and active. T. Saelens noted that MCC does require a separate signature page which needs to be sent to the school. T. Saelens has suggested that the application is downloaded when received and held as incomplete awaiting signature page. Other schools do not require the signature to activate the application.

**c.** Email question – when does a student get assigned their email address? This is being reviewed to determine appropriate point in the process to assign.

**d.** Is there an email receipt for registration for classes? On-line can print a confirmation page. This is being reviewed.

**e.** WebAdvisor button – Can this just say register here? It was noted that WebAdvisor is much more than just a point of registration.

**f.** Website is difficult to navigate. The group discounted this comment, finds MCC website very easy to navigate compared to many other college sites.

**C.** C. Bassett also noted the need to post pdfs of scanned Articulation Agreements now. Long term plan is still being worked on and this posting would be a short term solution.

The meeting adjourned at 3:30pm. The next meeting is scheduled for March 25, 2009 at 2:00pm in the Genesee Room.

Respectfully submitted,  
Elizabeth S. Murphy