

WDT Web Advisors Meeting
Wednesday, October 22, 2008
2pm – RTC 2301

Minutes

Attendees: R. Gale-Gonzalez, D. McClure, L. Murphy, J. Tyler, L. Motter, L. Gonzalez-Gronauer, D. Hiles, M. Yarbrough

1. Foundation: Art on Campus Planning new web page to highlight art on MCC campus. Forward information to Liz Murphy. Current items: Tree of Knowledge in RTC, Bear sculpture in Ballenger Field house circle, Armillary Sphere in front of Dr. Shaink's residence, C.S. Mott bust in Library. Need title of art work, artist, date of work and current location.
2. Financial Aid:
 - Scholarships – concerned that current Lotus Notes list from Foundation is getting out of date. Financial Aid Office will develop a list that could be posted as a pdf. Question also arose as to Awards – is there an up-to-date list and how do students know about them?

 - Nelnet – In step 2 of the Loan Application process there are situations where the Nelnet page comes up blank. Believe this is a problem with the Firefox browser. L. Gronauer to check.
3. Registration – NO Discussion, no rep from this area.
 - Calendar
 - Student Policies
 - Student Handbook
 - Payment notice (24hrs. when classes already in session)
 - In person vs walk in verbiage (Becky to email this change req. to C. Engle)
4. New Student Services Page – shown for information
5. Public Safety: Clery Alerts
 - New Home page and Public Safety Clery ALERT button shown. Also newly revised Public Safety index page. Many questions about what will be included in ALERT, how long ALERTS will show.
6. Directory Updates - NO Discussion, no rep from this area.
7. Marketing:
 - Style Guides
(http://www.mcc.edu/StyleGuidelines/writing_style.shtml)
revisions implemented

Days of the Week – days will be written completely in body of text, 3 letter abbreviations with periods will be used act Boxes (Mon. Tue. Thu.)

Time of Day – Use hour:minute format, use Noon or Midnight for 12:00 pm or 12:00 am. Also use lower case, no periods for am and pm.

Phone Numbers – Use standard format only: (810) 222-1111

Information providers are reminded to please send updates in these formats so that they can be directly posted to the web without additional editing required.

- Global Issues Film Festival
(http://www.mcc.edu/13_news/news_global_film.shtml)
Notification to meeting attendees that MCC, Kettering and U of M-Flint are again hosting the Global Issues Film Festival November 7-8, in the RTC Auditorium. Films are shown free of charge.

- Ads on the Web
For general notices and sales please use the secure website available through the Faculty/Staff page.

Videos of MCC ads have been placed on the Prospective Students page (<http://www.mcc.edu/prospective.shtml>) and the Testimonials page (http://www.mcc.edu/1_whymcc/why_testimonials.shtml).

8. Other

- The Foundation has a video “Investing in the Future” that they would like to post on the Foundation Index page and link to the “Ways to Give” web page.
- The Foundation is also planning a new appeal with a different feel to reflect the current economic downturn. They are also interested in a new section to show the capability of a rollover with a tax advantage.
- The Connection will be used to highlight a feature of the web in each month’s edition.
- Reminder: when writing and sending emails involving material available on the MCC website please include the hyperlink to allow readers the opportunity to go back to the web material.