

**Web Advisory Team
Genesee Room – Prah Center
November 23, 2011
2:00-3:30 pm**

Attendees: J. Tyler, L. Motter, E. Murphy, R. Gale-Gonzalez, M. Becker,
D. Stromer, D. Sharpe, L. Wcisel, J. Chybowski, A. Auernhammer, S. Kile, J. Music

I. Approval of Minutes October 26, 2011.

Minutes accepted as written.

II. Old Business

- A. S. Kile reported that “second eight weeks” definition is being reviewed by Chris Engle and Lisa Gonzalez-Gronauer.
- B. J. Tyler reported that the Page Change Order now has a 10mb attachment size limitation. This is a doubling of the attachment size.

III. New Business

- A. Honors Program – new look, complete redesign.
- B. Admissions Group Tour Schedule – new programming to allow group and individual tour scheduling with built-in limitations on holidays, weekends and busy periods of MCC.
- C. New Satellites Index Page – cleaner look with more highlighting of site programs.
- D. Directory Responsibility Reminder – Web Team is not responsible for the Directory, this is an ITS function. To add/ delete a person or change information must have a department head approval. J. Music noted that the Excel sheet for changes was not working, J. Tyler to check. If a 2Help ticket is not answered please contact Marc Smith.
- E. Web Survey Review and Comment – Web Team intends to use a survey to gather information prior to a site redesign. Sample survey was presented. Survey would go to students, faculty and staff through an email blast. Suggestions: instead of credit hours ask how many semesters at MCC or credit hours to date. Add other social media to list. Ask more background: high school grad, returning to school, displaced worker, etc. This is too long – make it shorter and faster to answer. Give selection options vs full sentences required. Ask how many minutes you spend on site when you visit. Also ask how often you visit MCC site.
If anyone thinks of more questions, please send email to web team.
- F. Public Safety – web pages updated to highlight sexual assault information.
- G. Public Act 62 – State of Michigan transparency reporting requirement, link has been added to bottom left section of home page and links to new reporting page.

IV. Other Business

- A. News and Events page – J. Chybowski noted that scroll loads slowly on dial-up networks. Uses this page to help community members understand MCC events services. Can add Events link to left nav. Also, noted that Events is in Quick Links on Home page.
- B. Scholarships – S. Kile noted that students eligible for scholarships will receive an email notification. MCC is no longer using the STARS system.
- C. Food Service Requests – J. Music asked if there is a way to place repeat orders for multiple days without submitting individual requests. This is an ITS programming item.
- D. Carpool – J. music asked for a link to be added to the carpool page for the “V ride” site. This can be done per J. Tyler.
- E. Public Safety/ Health Clinic – M. Becker noted that the clinic hours are being kept up to date and the clinics have been very busy.
- F. Testing Center – A. Auernhammer shared that the HESS tests are now up.

V. Next Meeting – January 25, 2012 Genesee Room in Prael.

VI. Meeting adjourned at 3:10pm.

Respectfully submitted,

Elizabeth S. Murphy