

**Web Advisory Team  
PrahI College Center – Genesee Room  
2:00 – 3:30 pm  
November 25, 2009**

**Minutes:**

**Attendance:** Cheryl Bassett, Jim Chybowski, Diana Hiles, Dianne McClure, Dolores Sharpe, John Tyler, Ken Martin, Kim Brown, Linda Motter, Michael Kelly, Rebecca Gale-Gonzalez

1. **CLEF** - Review logo design and discussed ways to promote student activities through the student portal, also students can sign up at the Flint Convention and Visitors Bureau website to receive notices about events around town. Create a list of to do's when hosting an event. Suggestion to contact marketing whenever you are planning an event to make sure it gets on the TV monitors, press release. Suggestion that when Event services are contacted that they notify Marketing of big events especially if open to the public.
2. **New Professional Development and Experiential Learning** website was shown. General discussion took place not related to website presence.
3. **Admissions Financial Aid Workshops**
4. **Faculty Staff page:** Reviewed the mouse over or clickable feature of the menu. Voted to change to clickable to hold the position of the menu.
5. **Review of other college websites:**  
What we liked: Ease of finding info, standardized listing of Academics, pictures more dynamic show student life and people in action, OU website was exciting and eye catching. Suggested that Linda Motter's web class do a review and make suggestions on what makes a good website, not just college website, Linda agreed to offer this to her students as extra credit work. It is common belief that students prefer to have their own portal and features to customize it.

**Adjourned:** 3 pm

**Next Meeting** will be held January 27, 2010, 2:00 - 3:30 pm PrahI College Center Genesee Room.

Respectfully submitted: Rebecca Gale-Gonzalez