

Strategic Goal #4 – Website design sub-committee

Wednesday, March 6, 2013

Room SC203

2:00 – 3:00 PM

Meeting Minutes

In attendance: Ashley Bragger, Dawna Perez, Ellen Grondine, Andrea McPherson-Mesa, Nora Sheridan, Mike Markham, and Christine DeRosa

Phase 1 General Notes: Immediate changes that need to be made to the website

- The website has been cleaned up by Andrea based on the suggestions made in the previous meeting
 - Hours updated
 - Broken links removed
 - Two column format
 - Boatwise has been removed and Disney has been updated
 - Inventory of information has been taken and will be reorganized and updated onto the new site format
 - The team is beginning to research and collect the information for updated resources

Landing Page:

- Andrea has developed a mock, two column landing page for the new Career Services website. The page will include general information about career services in the middle with alphabetical links listed to the left. These links will refer the user to the correct information based on their needs.
- Ashley provided the team with a suggested website build out. We decided this was a good starting point and that we could build this out further as we progressed and further determined the needs of the website users.
- One suggestion under the “Student” link, would be to have a “Getting Started” section where students would be able to access “What can I do with this major,” a link to the MA transfer, along with a career checklist that demonstrates career preparation activities that students should participate in based on their plan to either transfer or pursue a career.
- There is a possibility that the team will have \$5K in funds from the Sandbox initiative to help make the website more dynamic and user friendly. More to come on this.

What can I do with a major in...?

- Ashley has meetings this week with the departments that fall under Chuck Phair and Shar Wolff to discuss this project. She will solicit faculty feedback and help in reviewing the finished documents.
- The documents will go through the department Deans and be filtered down to the faculty for approval and for any final changes. After, the final draft will be sent to Marketing and Communication who will put the NECC stamp on them and will upload them to the Career Services Website.
- The documents will also link to the individual department websites, so that when faculty is using the documents, they can seamlessly transition to their site and help the students become enrolled.

Workshops

- We need to look at revamping the workshops; possibly offering more options, making workshop material more consistent across the college, and determining how to assess
- Overtime we would like these workshops to link to the proposed portfolio development
- How to get more students to attend – better advertising, reducing anxiety, having faculty incorporate as part of their syllabus
- We will work on establishing a working database which will provide a linkage between Glennys, Mike, Deborah, Dina, and other areas of the college who are hosting career workshops. It was suggested that we look into Wufoo.com in order to do this.
- It would also be helpful to schedule the dates and times of workshops two semesters ahead so that we can advertise and get the word out to faculty, who can then incorporate them into their syllabi.

Things to Do

Mike and Deborah will connect and work on gathering information about job postings. This involves gathering best practices regarding job listing request forms, policies for employers, and guidelines for posting a job. These will be used in beginning to formulate our own guidelines.

Mike will provide the team with the name of the job search consortium used by Bristol and Cape Code Community College as a collaborative effort. We can look into this as a possibility for NECC.

Ashley will work on establishing a career checklist based on the students path, whether it be transfer or career. This checklist will be housed under the “Getting Started” section of the website.

Ashley will send out invites for the next two meetings

Ellen will provide the team with the internship paper work used at her son’s school.

Ellen and Nora will look at the current workshop offerings and determine how they can be improved, what additional workshops should be offered, and begin to determine how they can be assessed.

Ashley will send Ellen and Nora the spreadsheet on best practices for career services websites.

Nora and Andrea will look into Wufoo and the establishment of a database to house tracking information for career workshops at the college.

Andrea will be uploading the overview of NECC to the employer section, once the new landing page is approved.

Dawna and Christine will work on re-writing descriptions of current workshop offerings,

Next Meeting Dates:

Wednesday, March 20, 2013 from 2:00 – 3:00 PM, Location President’s Dining Room

Wednesday, April 3, 2013 from 2:00 – 3:00 PM, Location President’s Dining Room