



MHC Web Strategy Team

Annual Web Review

April 28, 2003

MHC Web Strategy Team – Annual Web Review

April 28, 2003

This report has two functions; it updates the College leadership on the status of our Web site, and it serves as a tool for the Web Team to develop Web strategy and prioritize work. This report is divided into the following sections:

Part I: Summary of Achievements

Summary of Web related project accomplishments since March 2002.

Part II: Web Developments in Progress and Pending Projects

Web developments the MHC Web Strategy Team are currently working on and pending projects.

PART III: 2003-04 Plan for Moving Forward

Goals of the Strategy Team for 2003-04.

Appendix: Review of Divisions/Departments

Current status of MHC Web sites by division.

Responsibilities of the MHC Web Strategy Team

The MHC Web Strategy Team is responsible for the ongoing oversight of the College's public Web presence. (This is defined as the top three levels of the overall Web site, and other key departments as identified by Senior Staff.) The Committee works to ensure that the College's public site serves its various constituencies effectively, and that the site conveys the desired College image to our audiences.

The work of the Committee includes: addressing Web issues and requests raised by the community; the ongoing identification of MHC public Web sites in need of maintenance or redevelopment; the determination of Web assistance needed; and the establishment of priorities for providing assistance.

The Committee stays abreast of the Web environment and, through the co-chairs of the Committee, make recommendations to Senior Staff regarding necessary Web-related initiatives, redesigns, and resources.

Committee Membership

Patricia Albanese, CIO/Executive Director of LITS, Co-chair
Patricia VandenBerg, Exec. Director of Communications, Co-chair
Dan Wilga, Web Specialists—LITS
Theresa Chamberland, Web Developer—LITS
Sujeong Shin, Creative Director—Communications
A member representing Admissions

Table of Contents

| | |
|--|----|
| MHC Web Strategy Team – Annual Web Review | i |
| PART I: SUMMARY OF ACHIEVEMENTS | 1 |
| Status Overview | 1 |
| New Web Sites (19) | 1 |
| Redeveloped Web Sites (21) | 2 |
| Evaluation of the Web Development Process at MHC | 2 |
| MHC Visual Identity | 3 |
| PART II: WEB DEVELOPMENT IN PROGRESS & PENDING PROJECTS..... | 4 |
| Web Developments in Progress | 4 |
| Pending Web Projects | 4 |
| PART III: 2003-04 PLAN FOR MOVING FORWARD..... | 6 |
| APPENDIX: REVIEW OF DIVISIONS/DEPARTMENTS..... | 7 |
| Dean of the College (11 sites) | 7 |
| Dean of Faculty (79 sites) | 8 |
| Development (2 sites)..... | 15 |
| Enrollment (19 sites)..... | 15 |
| Financial & Administrative Services (22 sites) | 17 |
| Office of the President (4 sites)..... | 19 |

PART I: SUMMARY OF ACHIEVEMENTS

Status Overview

Out of the 137 MHC Web sites reviewed, in the appendix of this report, 96 are well developed and in good status, and 41 need further development. Of those 41 sites, 14 are in the process of being redeveloped, 4 sites are undeveloped, 11 need technical assistance, and 12 need additional enhancing or expanding. Note: these sites were reviewed on April 28, 2003; Web site developments may be in progress as this report was written.

| Status of Sites | 2001-02 | 2002-03 |
|--|------------|------------|
| Well developed/good status | 59 | 96 |
| Need further development (details below) | 59 | 41 |
| Total Web sites reviewed | 118 | 137 |

| Details of development: | 2001-02 | 2002-03 |
|---|---------|---------|
| Site development in progress | 20 | 14 |
| Undeveloped sites | 14 | 04 |
| Sites needing technical assistance | 17 | 11 |
| Sites in need of enhancing or expanding | 8 | 12 |
| | 59 | 41 |

Based on this review, the MHC Web Strategy Team establishes annual priorities for pending developments, identifies which sites need assistance, and determines who is responsible for providing that assistance.

New Web Sites (19)

The top priority this past year for the MHC Web Strategy Team was to resolve Web development gaps identified in last year's report. Consequently, these 19 new Web sites were developed by the Strategy Team and/or the department:

Administrative Sites

Academic Advising Handbook
 Computer Installations
 Faculty Profiles
 HR – Benefits Open Enrollment
 HR – Staff Handbook
 Ombuds Office
 Science Center Safety Handbook
 Spiritual Life & Community Service

Campus Region

About the Region
 Campus Map
 Live Web Cam
 Virtual Tour
 Dining Near MHC
 Lodging Near MHC

Academic Sites

Ancient Studies
 Classics
 Engineering
 Premedical Studies
 Religion

Redeveloped Web Sites (21)

The second priority this past year for the Strategy team was to identify MHC Web sites that needed to be updated. This involved repurposing content into the MHC Web design and in some cases updating content and restructuring navigation. The following 24 Web sites were redeveloped by the Strategy Team and/or by the department (which owns the site):

Administrative Sites

Campus Activities Handbook
Center for Environmental Literacy
Circulation
Curriculum Support & Instr. Technology
Dean of the College
Disability Services
Electronic Reserves
Equestrian Center
Health Services
Human Resources
Reserves
Office of Learning Skills
Library & Information Resources
Spiritual Life & Community Services
Student Handbook
Study Skills

Academic Sites

African American & African Studies
American Studies
Astronomy
French
Jewish Studies
Latin American Studies
Romance Languages & Literatures
Russian & Eurasian Studies

Evaluation of the Web Development Process at MHC

Another priority for the MHC Web Strategy Team was to evaluate the College's Web development process. Our goal is to have a system that is both efficient and cost effective for the College. Here is an update on the recommendations identified in last year's report:

- CSIT continues to provide training and workshops in Web development for staff and faculty. The following (38) workshops were offered March 2002 - March 2003 (the number represents how many classes were offered of each workshop):

| | |
|---------------------------------|--------------------------------------|
| 8 - Introduction to Dreamweaver | 2 - Get the New MHC Web Look |
| 8 - Dreamweaver Labs | 6 - Preparing Images for the Web |
| 7 - Dreamweaver Templates | 3 - Create an Online Course in WebCT |
| 2 - Revitalizing Your Web Site | 2 - WebCT Labs |
- We found, in many instances, that it is more cost effective to have a LITS staff develop or redevelop administrative Web sites than it is to have the department do the work themselves. After the site is complete, LITS trains the staff to maintain the new site.
- We continue to research for new software that may enhance the Web development process.

– Evaluation of the Web Development Process Continued –

- LITS has requested an additional position for Web development to support this process. Meanwhile, Communications has provided one of their staff, for 16 hours per week, to assist LITS in Web development.
- As LITS reorganizes work spaces, it is our hope that the issues of ergonomics in collaborative work spaces will be resolved through workspace reengineering.
- Hardware and software issues were resolved through establishing policy. As of summer 2002, appropriate Web development software is provided, by LITS, on all new computer installs.

MHC Visual Identity

In assisting departments with various projects, we discovered an absence of College identification in both print and on the Web. We encountered handbooks, posters, fliers, and Web sites that did not include any connection to MHC. When MHC identification was included, it was often a poor representation of the MHC Visual Identity. The problem was that people were having difficulties in obtaining the MHC logo. This was not due to lack of trying, as we discovered people were so excited to use the MHC logo that they scanned MHC mouse pads to get the logo. However, the result was a poor quality image. We realized this issue needed to be addressed in order to obtain the visual identity goals of the College.

Communications and LITS collaborated on ways to encourage community members to incorporate the MHC logo in print and on the Web and to make the process easier. As a result, handouts were developed with instructions for downloading the logos, how to insert the logo into Word documents, and how to design a basic poster, flier, or brochure cover. All of this information was then put on the Web (www.mtholyoke.edu/go/logo/) and then the collaborative team scheduled five 30-minute “Visual Identity” presentations to: LITS AllHands, Computer Local Experts, Administrative Assistants, OPC, and SwebTechs.

PART II: WEB DEVELOPMENT IN PROGRESS & PENDING PROJECTS

Web Developments in Progress

The Web Strategy Team is constantly working on Web development. As this report was written, the following projects were in progress:

Campus Maps

Communications is working on the redevelopment of the online campus maps.

Center for Environmental Literacy /proj/cel/

The Team is redeveloping this extensive site. Estimated completion: end of May.

Complex Organizations acad/comorg/

The Team is developing this site. Estimated completion: end of May.

Pending Web Projects

The following Web sites have issues that were discussed last year, but have not yet been resolved (alphabetical list):

Advisees

Faculty indicated they would like a list of student advisors listed where they can look by student or faculty. Privacy issues will need to be considered as well as technical and database limitations. This concept may fall within the scope of the SIS project and should be explored after SIS is in place.

Child Care

Further discussion is needed to determine scope of this project and who will create and maintain these pages. Liabilities also need to be discussed. This concept was to create a Web page listing area resources, which would include information for parents on Gorse (site well developed), Stoneybrook, and other child care options in the area. A better title for this site may be: Nursery School Options. Content needs to be written.

College Merchandise

Further discussion is needed about MHC providing online purchasing of MHC merchandise, such as tee-shirts and other items with MHC logos.

Dorm Photos and Specs

Future concept of a Web site that contains photos and measurements of all dorms. This concept needs further discussion. Monica Agustin has worked on this project and it is partially completed. Recommend collaboration with Residential Life, Office of Communications, and Facilities Management for content: pictures/text.

MHC Points of Interest

This concept for this Web page needs further discussion.

– Pending Web Projects Continued –

Online Forms Index (campus-wide)

This initiative could be part of the portal project, which would be searchable and “view” based, and updated by specific departments.

Photographs

This concept needs further discussion. The site would include photographs of all employees. Controversial issues will need to be worked out first.

Policies (campus-wide)

This would be a new page of links to campus-wide policies.

Student Accounts

This is part of the SIS project. Concept and technical issues needs further discussion.

Transportation

This concept was to create a Web page with links to information about campus vehicles, shuttle service on campus, and the Five College bus schedule.

PART III: 2003-04 PLAN FOR MOVING FORWARD

The following is an overview of the Strategy Team's 2003-04 Plan for Moving Forward:

1. Develop Web policies and procedures.
2. Collect data to drive decision making.
3. Research and implement a content management system.
4. Implement priority initiatives.
5. Strategize next MHC Web site redesign.
6. Keep campus community informed and engaged in ongoing Web management.

APPENDIX: REVIEW OF DIVISIONS/DEPARTMENTS

Following is a status report of Web sites that fall under the following divisions:

- Dean of the College
- Dean of Faculty
- Development
- Enrollment
- Financial and Administrative Services
- Office of the President

Note: this review was compiled 03/31/03, site updates may have occurred as this report was written.

Dean of the College (11 sites)

Career Development Center

www.mtholyoke.edu/offices/careers/main/homepage.htm

This is a large and well developed site with frequently updated content. The design is unique from the College Web design, however, the design is always professional and user friendly. Site maintained and developed by David Machowski, Dennis Davydov, and students.

Disability Services

www.mtholyoke.edu/offices/dcoll/disabilities/introduction.shtml

This site needs updating. Contacted Elisabeth Hogan to offer help (02/03); waiting for response. Issues: is the content on this site sufficient and is anyone updating the site?

Health Services

www.mtholyoke.edu/offices/health/

Collaborated regarding redevelopment of this extensive site with Theresa Chamberland, Sujeong Shin, and health services staff. Theresa redeveloped the site to the MHC design. She is training a student to maintain and update the site.

Office of Learning Skills

www.mtholyoke.edu/offices/dcoll/lid/

Theresa Chamberland redeveloped this site to the MHC design and trained John Body (09/02) to maintain and update the site.

Study Skills

www.mtholyoke.edu/offices/dcoll/studyskills/

Theresa Chamberland and Jenn Adams is working with John Body to redevelop this site to the MHC design. The site is ready to go live pending John's approval.

Residential Life

www.mtholyoke.edu/offices/reslife/

Developed site. May need some technical assistance. Last modified 10/02.

– Dean of the College Continued –

Student Handbook

www.mtholyoke.edu/cic/stulife/handbook/

Theresa Chamberland developed this site from the 2002-03 handbook. Theresa will assist the department in updating the 2003-04 content onto the Web site.

Student Programs/Activities

www.mtholyoke.edu/offices/activities/

This site is maintained by students and currently they do not have any students to maintain the site. This has been problematic, due to technical issues, such as broken links. Theresa Chamberland has resolved the technical issues. The Web Strategy Team recommends that students who be working on this site, should first contact Theresa Chamberland for a site overview and training. Contact staff for this site, and the following sites, is Eileen Rakouskas:

Mount Holyoke News

www.mtholyoke.edu/org/mhnews/

Site developed. Maintained by students. Last updated 11/02.

Student Organizations

www.mtholyoke.edu/offices/student-programs/orgs.shtml

Site redeveloped in 2002 by MHC Web Strategy Team. Maintained by students. Last updated 01/03.

Rules & Tools Handbook

www.mtholyoke.edu/offices/student-programs/toolkit.shtml

Click on “Rules & Tools Handbook”. This was formerly referred to as the “Campus Activities Handbook.” At present this handbook is a PDF file. Theresa Chamberland will be working with Eileen Rakouskas to create a Web site for the handbook. Last updated 09/02.

Dean of Faculty (79 sites)

Academic Advising Handbook

www.mtholyoke.edu/offices/dcoll/adv_hbk/

New site developed site by Theresa Chamberland in collaboration with Sujeong Shin and Leah Glasser (09/02).

Academic Departments (47 sites)

Academic Web sites are decentralized. There are four academic Web sites that need to be developed (they are only 1 page): Astronomy, Critical Social Thought, Jewish Studies, and Romance Languages & Literatures.

African American & African Studies

www.mtholyoke.edu/acad/afam/

This new site was recently developed by a student. Staff contact is Holly Sharac. Last updated 02/03.

– Dean of Faculty Continued –

American Studies

www.mtholyoke.edu/acad/amst/

This new site was developed by Wendy Queiros (fall 2002). Last updated 01/03.

Ancient Studies

www.mtholyoke.edu/acad/class/ancstd/

This new site was recently developed. Site lacks good navigation. Contact: Geoffrey Sumi.

Anthropology

www.mtholyoke.edu/acad/soci/

Developed site (same as Sociology). Suggest they update the MHC logo. Site created and maintained by students. Last modified 12/02.

Art, Art History, & Art Studio

www.mtholyoke.edu/acad/art/

Developed site. Developed and maintained by students. Updated 2002.

Asian Studies

www.mtholyoke.edu/acad/asian/

Developed site. Navigation should be more user friendly. Site developed and maintained by Satyananda Gabriel. Last modified 02/02.

Astronomy

www.mtholyoke.edu/acad/astr/

Site needs to be developed; it is only 1 page with links to various parts of course catalogues. Staff contact Tom Dennis. Last updated 10/95.

Biochemistry

www.mtholyoke.edu/acad/biochm/

Developed site. Content should be updated. Maintained by Dianne Baranowski. Last updated 10/00.

Biological Sciences

www.mtholyoke.edu/acad/biol/

Site is being redeveloped by a student (02/03). The site needs to be removed from frames and the images are distorted.

Chemistry

www.mtholyoke.edu/acad/chem/

Site in need of technical assistance; broken links, poor navigation, etc. Contact Sean Decatur. Last updated 09/01.

Classics

www.mtholyoke.edu/acad/class/dept/classics.html

Site was recently developed, but lacks good navigation. Contact Paula Debnar.

Complex Organizations Program

www.mtholyoke.edu/acad/comorg/

Undeveloped site. Theresa Chamberland is working with Fred McGinness to develop this site, which should be up by the end of April. Last updated 10/95.

Computer Science

www.mtholyoke.edu/acad/compsc/

Developed site, but lacks good navigation. Staff contact is Claude Fennema. Last modified 02/01.

— Dean of Faculty Continued —

Critical Social Thought

www.mtholyoke.edu/acad/cst/

Site is only one page; further expanding should be considered. Staff contact is Satyananda Gabriel. Last modified 06/1.

Dance

www.mtholyoke.edu/acad/dance/

Well developed site by student. Last updated 01/03.

Economics

www.mtholyoke.edu/acad/econ/

Developed site, but lacks good navigation. Staff contact is Satyananda Gabriel. Last modified 02/03.

Engineering

www.mtholyoke.edu/acad/math/other/engineering/

New site created by Jennifer Adams with direction from Sujeong Shin (04/02).

English

www.mtholyoke.edu/acad/engl/

Developed site, but needs updating, i.e.: remove pages that are void of content. Last modified 11/02.

Environmental Studies

www.mtholyoke.edu/acad/earth/

Developed site. Suggest updating MHC logo (they are using the MHC Campaign logo). Site created by Jon Caris. Last updated 12/01.

European Studies

www.mtholyoke.edu/acad/eurst/

Developed site. Suggest updating design, as images are outdated (1995 design). Last modified 09/99.

Film Studies

Developed site, although difficult to read (text is small). Site created and maintained by Katherine Burke and Satyananda Gabriel. Last updated 02/03.

French

www.mtholyoke.edu/acad/fren/

Site recently developed by student. Staff contact is Mary Fanelli. Last updated 02/03.

Geography

www.mtholyoke.edu/acad/earth/

Developed site (same as Environmental Studies).

Geology

www.mtholyoke.edu/acad/earth/

Same as Environmental Studies.

German Studies

www.mtholyoke.edu/acad/germ/

Developed site. Staff contact is Donna Van Handle. Last updated 02/03.

History

www.mtholyoke.edu/acad/hist/

Developed site. Staff contact is Holly Sharac. Last modified 11/02.

International Relations

www.mtholyoke.edu/acad/intrel/

Developed site with MHC Web design. In need of technical assistance. Staff contact is Elizabeth Martin and Maria Carolina Camargo. Last updated 11/02.

— Dean of Faculty Continued —

Italian

www.mtholyoke.edu/acad/span/

Developed site. Contact: Susan LaBarre. Last modified 02/02.

Jewish Studies

www.mtholyoke.edu/acad/jewish/

Site needs to be developed; it is only 1 page with links to various parts of course catalogues. Last updated 10/95.

Latin American Studies

www.mtholyoke.edu/acad/latam/

This site needs further development; it lacks navigation and a consistent page layout/design. Staff contact is Dawn Larder. Last updated 01/03.

Mathematics

www.mtholyoke.edu/acad/math/

Developed site (same as Statistics). Last updated 09/02.

Medieval Studies

www.mtholyoke.edu/acad/medst/

Developed site, but should be removed from frames. Last updated 08/01.

Music

www.mtholyoke.edu/acad/music/

Developed site. Staff contact is Michèle Scanlon. Last updated 02/03.

Neuroscience & Behavior

www.mtholyoke.edu/acad/neuro/

Developed site. Last updated 01/02.

Philosophy

www.mtholyoke.edu/acad/phil/

Developed site. Last updated 10/02.

Physics

www.mtholyoke.edu/acad/phys/

Developed site. Staff contact is Cindy Morrell. Last updated 4/02.

Politics

www.mtholyoke.edu/acad/polit/

Developed site. Last updated 08/01.

Premedical Studies

www.mtholyoke.edu/offices/comm/premed/

New site created by Jenn Adams with direction from Sujeong Shin. Last updated 03/02.

Psychology & Education

www.mtholyoke.edu/acad/psych/

Developed site. Staff contact is Janet Crosby. Last updated 04/02.

Religion

www.mtholyoke.edu/acad/relig/

Developed site by department. Technical assistance needed. Last updated 08/02.

Romance Languages & Literatures

www.mtholyoke.edu/acad/romlg/

Site needs to be developed; it is only 1 page with links to various parts of course catalogues. Mary Fanelli is working with a student to develop this site. Last updated 10/95.

— Dean of Faculty Continued —

Russian and Eurasian Studies

www.mtholyoke.edu/acad/russ/

Site redeveloped by Will Creighton with direction from Theresa Chamberland. The department is continuing to expand the site. Last updated 11/02.

Sociology

www.mtholyoke.edu/acad/soci/

Developed site (same as Anthropology). Suggest they update the MHC logo. Site created and maintained by students. Last modified: 12/02.

Spanish

www.mtholyoke.edu/acad/span/

Well developed site. Staff contact is Susan LaBarre. Last updated 02/02.

Statistics

www.mtholyoke.edu/acad/math/

Developed site (same as Mathematics). Last updated 09/02.

Theatre Arts

www.mtholyoke.edu/acad/theat/

Developed site. Navigation should be included at the top of each page rather than only at the bottom. Some pages do not have titles. Also, identification of site on each page would be helpful as well. Staff contact is John Howard. Last updated 02/03.

Women's Studies

www.mtholyoke.edu/acad/womst/

Developed site. Suggest they update the MHC logo. Last updated 02/03.

Art Museum

www.mtholyoke.edu/offices/artmuseum/

Developed site. Maintained by students with assistance from various LITS staff. Last updated 02/03.

Athletics

www.mtholyoke.edu/athletics/

Developed site. Maintained by Bridget Gunn. Last modified on 02/03.

Equestrian Center

www.mtholyoke.edu/offices/equest/

MHC Web Strategy Team to review this site for its marketing potential. Site needs to be taken out of frames. Site maintained by C. Borecki, L. Kussmaul, & E. Mo. Last updated 10/02.

Dean of Faculty's Office

www.mtholyoke.edu/offices/dof/

Developed site. Staff indicated there are time issues with keeping this site updated. This site includes: Grades, Admin, Department Chairs, Faculty Searches, Faculty Legislation, and Faculty Meetings & Agendas. Site maintained by Mary Heyer. Last updated 01/03.

Handbook of Faculty Legislation & Related Information

www.mtholyoke.edu/offices/dof/leg/

This is a PDF file. Suggest helping the department to develop a Web site in addition to the PDF, so that the information can be searched. Site maintained by student. Last updated 07/02.

— Dean of Faculty Continued —

Library, Information, and Technology Services (LITS) (21 sites)

About LITS

www.mtholyoke.edu/lits/about/

Site redeveloped by Will Creighton with direction from Theresa Chamberland. Site maintained by Sara Jamison. Last updated 02/03.

Accessions

www.mtholyoke.edu/lits/library/about/accessions/

Theresa Chamberland is working with Sara Jamison on this new site. Status: completion estimated by the end of April.

Administrative Computing

www.mtholyoke.edu/lits/desktop/

Developed site. Maintained by Elizabeth Haber. Last updated 02/03.

Archives & Special Collections

www.mtholyoke.edu/lits/library/arch/

Site developed. Redevelopment in progress and should be up live by Mid April. Site created and maintained by Peter Carini and students. Content is updated on a regular basis.

Audience Based Portal Views (MYMHC)

<https://mymhc.mtholyoke.edu/>

The "portal views" enable visitors to customize their view of the MHC site through these portals. Maintained by Dan Wilga. Updated as needed.

Computer Installations

www.mtholyoke.edu/lits/tsr/status/

This new site was developed by Theresa Chamberland and is maintained by Sue Rusiecki. Last updated 12/02.

Computing

www.mtholyoke.edu/lits/comp.html

This site is full of great information, however, it needs updating and organizational assistance to make it more user friendly. Site developed and maintained by Mike Crowley and Kevin Slate. Last updated 07/02.

Curriculum Support & Instructional Technology (CSIT)

www.mtholyoke.edu/lits/csit/

Developed site. Site maintained by Jim Burke. Updated on a regular basis.

Circulation

www.mtholyoke.edu/lits/library/circres/

This site was updated (03/03) to the MHC design by Theresa Chamberland and will be maintained by Ajay Menon.

Electronic Reserves

www.mtholyoke.edu/lits/library/circres/reserve

This site was updated (08/02) to the MHC Web design by Rozelynn Douglas with technical assistance by Theresa Chamberland and various CSIT staff.

Guides for New Faculty, Staff & Students

www.mtholyoke.edu/lits/guides/

Developed site. Maintained by Aime DeGrenier. Updated annually.

— Dean of Faculty Continued —

Hours (LITS)

www.mtholyoke.edu/lits/hours/

Developed site. This site was redeveloped by Will Creighton with direction from Theresa Chamberland and Sara Jamison. Site maintained by Sara Jamison. Updated annually.

Library & Information Resources

www.mtholyoke.edu/lits/library/

Developed site. This site was updated to the MHC design (2002) by Library staff. Maintained and updated by Library staff in each of the specific areas on a regular basis.

Media Services & Mediated Classrooms & Events

www.mtholyoke.edu/lits/csit/media

Developed site, but needs a design update. This site catalogs classrooms across the campus equipped with video and data projection, computers and VCRs, and includes photos of some of the rooms. Site redeveloped by Cindy Legare. Last updated 01/03.

Networking

www.mtholyoke.edu/lits/network/

This site is full of great information, however it needs updating and organizational assistance to make it user-friendly. Site maintained by Networking.

Residential Networking

www.mtholyoke.edu/lits/network/resnet/

Developed site. Last updated 11/02.

SIS Project

www.mtholyoke.edu/offices/reg/sisproject/

Developed site. Maintained by Mike Jewett and staff. Last updated 12/02.

Staff & Contacts (LITS)

www.mtholyoke.edu/lits/staff/

Developed site. Developed site. This site was redeveloped by Will Creighton with direction from Theresa Chamberland and Sara Jamison. Site maintained by Sara Jamison. Updated regularly.

Technical Support and Repair (Virtual Help Desk)

www.mtholyoke.edu/lits/tsr/

Developed site. Site by Micah DesJardins. Last updated 01/03.

Weather

www.mtholyoke.edu/cic/weather.shtml

Developed site. Site created and maintained by Dan Wilga. Updated automatically.

Web Style Guide for MHC

www.mtholyoke.edu/help/creating-pages/style/

Developed site. Developed and maintained by Theresa Chamberland. Updated on a regular basis.

Special Academic Programs (5 sites)

The Center for Environmental Literacy (CEL)

www.mtholyoke.edu/proj/cel/

This large site is being redeveloped in collaboration with Theresa Chamberland and CEL staff. The new site will have the MHC design and will be complete in May.

Gorse Child Study Center (for Students)

www.mtholyoke.edu/acad/programs/gorse/

Developed site. Last updated 01/02.

— Dean of Faculty Continued —

Gorse Child Study Center (for Parents)

www.mtholyoke.edu/offices/gorse/

Developed site. Last updated 01/02.

Speaking, Arguing and Writing Program

www.mtholyoke.edu/acad/programs/wcl/saw/

Redeveloped site with MHC Web design. Maintained by Deborah Novak. Last updated 12/02.

The Weissman Center for Leadership

www.mtholyoke.edu/acad/programs/wcl/

Developed site. They are in the process of updating this site with the MHC Web design. Site maintained by Deborah Novak and student. Last updated 02/03.

Development (2 sites)

Campaign

www.mtholyoke.edu/campaign/

Developed site. Site developed by Rachel Cartmell and maintained by outside contractor. Updated on a regular basis.

Online giving

www.mtholyoke.edu/campaign/making.html

Developed site. Maintained by Dan Wilga. Updated on a regular basis.

Enrollment (19 sites)

Admission

www.mtholyoke.edu/adm/

Developed site. Maintained by Paul Kandel. Updated on a regular basis.

Financial Assistance

www.mtholyoke.edu/offices/finaid/

Developed site. Maintained by Aaron Clark. Last updated 12/02.

Frances Perkins Program

www.mtholyoke.edu/acad/programs/fp/

Developed site. Site maintained by Carolyn Dietel and Theresa Chamberland. Updated on a regular basis.

Office of Communications

www.mtholyoke.edu/offices/comm/

The Office of Communications is responsible for maintaining the vision and marketing aspects of top-level MHC Web sites. These processes are accomplished by collaborative efforts of internal staff, outsourcing specific tasks, and the technical assistance of Dan Wilga and Theresa Chamberland.

— Enrollment Continued —

Campus Map

www.mtholyoke.edu/cic/map/

Update of these maps is in progress; due out later this year. Site created by the Office of Communications and maintained by Dan Wilga. Last updated 08/02.

College History

www.mtholyoke.edu/cic/about/history.shtml

Communications is in the process of updating the content for this site. Site created and maintained by the MHC Web Strategy Team. Last updated 12/01.

Community Profiles

Faculty Profiles

www.mtholyoke.edu/acad/misc/profile/

This new site includes almost 40 faculty profiles and more profiles are pending. These profiles are written by Communications. Site maintained and updated by Jenn Adams. Last modified 02/03.

Student Profiles

This new site is pending development. The profiles are being written by Communications. Site will be created and maintained by Jenn Adams.

Alumnae Profiles

This new site is pending development. The profiles are being written by Communications. Site will be created and maintained by Jenn Adams.

Staff Profiles

This new site is pending development. The profiles are being written by Communications. Site will be created and maintained by Jenn Adams.

Campus & Facilities

www.mtholyoke.edu/cic/facils/

The design and content of this site was updated by MHC Web Strategy Team (09/02) and includes links to: Academic Resources & Facilities, Athletic Facilities, Residence Halls, Conference & Event Services, Facilities Management, Cultural Centers, Other Resources, Community Service, Religious & Spiritual Places.

Directions to the College

www.mtholyoke.edu/cic/directions.shtml

Developed site. Maintained by MHC Web Strategy Team. Last updated 03/02.

Facts About MHC

www.mtholyoke.edu/cic/about/facts.shtml

Developed site. Content recently updated (0303). Maintained by Dan Wilga.

Mary Lyon Web Site

www.mtholyoke.edu/marylyon/

Developed site. This site is static. Site should be removed from frames. Site maintained by Communications. Last updated 09/00.

News & Events

www.mtholyoke.edu/offices/comm/news/

Developed site. Maintained by Communications. Updated weekly.

Spiritual Life & Community Service

www.mtholyoke.edu/offices/religlif/

This site was redeveloped by the MHC Web Strategy Team. Content and images were repurposed from the new brochure produced by Communications. Last updated 08/02.

-- Enrollment Continued --

Virtual Tour

www.mtholyoke.edu/adm/tour/

Developed site. Site maintained by Communications. Last updated 02/01.

Registrar

www.mtholyoke.edu/offices/reg/

This site was redeveloped by Theresa Chamberland (06/03). Maintained by Monica Augustin. Updated on a regular basis.

Catalogue

<https://cat.mtholyoke.edu/>

Site maintained and developed by Dan Wilga. Dennis Bowen is also involved. Updated as needed.

Financial & Administrative Services (22 sites)

Financial & Administrative Services

www.mtholyoke.edu/offices/fas/

Developed site. Maintained by Shelly Richard. Last updated 01/03.

Botanic Garden

www.mtholyoke.edu/offices/botan/

Developed site. Difficult to see navigation on some pages; i.e.: Research & Academics. Maintained by Jennifer Buckland. Last updated 01/03.

Conferences

www.mtholyoke.edu/offices/conference/

Developed site. Maintained by Jennifer Marion. Last updated 01/03.

Dining Services

www.mtholyoke.edu/offices/dining/

Site redeveloped (fall 02) and maintained by Douglas Vanderpoel. Last updated 01/03.

Event Services

www.mtholyoke.edu/offices/conference/eventservices/

Developed site. Maintained by Jennifer Marion. Last updated 01/03.

Facilities Management

www.mtholyoke.edu/offices/bng/

Site was redeveloped (2002) and is maintained by Tom Rush. Last updated 06/021.

Campus Improvements

www.mtholyoke.edu/cic/improve/

Developed site. Includes: construction updates, Web cams, curriculum phasing, contact information, construction maps, photos & drawing. Site maintained by Dan Wilga. Last updated 03/03.

— Financial & Administrative Services Continued —

Financial Services

www.mtholyoke.edu/offices/fs/

Site was redeveloped (2002) and is maintained by Shelley Richard. Last updated 11/02.

Fleet links

www.mtholyoke.edu/offices/dps/fleet

Site was redeveloped (2002) and is maintained by Jeanne Murdock Tripp. Last updated 10/02.

Human Resources

www.mtholyoke.edu/offices/hr/

Site was redeveloped (2002) by Theresa Chamberland; maintained by Patricia O'Brien. Updated on regular basis with assistance from Theresa. Madeline Carnevale and HR are collaborating with Theresa Chamberland to convert various HR forms for online use.

Staff Handbook

www.mtholyoke.edu/offices/hr/hbk/

This new site was developed by Jenn Adams with direction from Theresa Chamberland and Patricia O'Brien.

Benefits Open Enrollment offices/hr/benefits/

This new site was developed by Jenn Adams with direction from Theresa Chamberland and Madeline Carnevale, and Lorraine Gendron.

Employment Opportunities

www.mtholyoke.edu/offices/hr/positions/

Site was redeveloped (2002) by Theresa Chamberland. Maintained by Wendy Quieros. Updated on regular basis.

Mail Services

www.mtholyoke.edu/offices/postal/

One page static site. Maintained by Tom Rush. Last updated 07/02.

MHC Events Calendar (EMS)

<http://ems.mtholyoke.edu/>

EMS (Events Management System) is an event scheduling and Web-based calendar. Site maintained by Jen Marion; customized design implementation by Theresa Chamberland; database support & system upgrade by Bill Graham and Kevin Slate. Last updated 02/03.

One Card

www.mtholyoke.edu/offices/card/

Site was redeveloped (2002). Text is difficult to read on some pages; i.e.: MHCXpress Account. Site created by Douglas Vanderpoel. Maintained by Catherine Knowles. Last updated 08/01.

Parking

www.mtholyoke.edu/offices/dps/parking/

Site was redeveloped (2002) and is maintained by Jeanne Murdock Tripp. Last updated 10/02.

— Financial & Administrative Services Continued —

Public Safety

www.mtholyoke.edu/offices/dps/

Site was redeveloped (2002) and is maintained by Jeanne Murdock Tripp. Last updated 10/02.

Safety & Risk Management

www.mtholyoke.edu/offices/srm/

Site was redeveloped (2002) and is maintained by Carol Prior. Last updated 01/03.

Science Center Safety Handbook

www.mtholyoke.edu/offices/srm/restricted/preface.shtml

This new site is available for viewing on campus only. Maintained by Carol Prior with technical assistance by Theresa Chamberland. Last updated 01/03.

Telephone Services

www.mtholyoke.edu/offices/telephone/

Developed site, but needs design update. This site includes voice mail, cable, and fax information. Site created and maintained by Donna Russell. Last updated 08/02.

Willits-Hallowell Conference Center

www.mtholyoke.edu/offices/willits/

Site was redeveloped (2002) and is maintained by Jennifer Marion. Last updated 01/03.

Office of the President (4 sites)

Office of the President

www.mtholyoke.edu/offices/president/

This site was redeveloped (2002) by Theresa Chamberland and is maintained by Sandra Suarez. Last modified on 03/03.

Ad Hoc Planning Committee

www.mtholyoke.edu/committees/planning/

Developed site. Maintained by Sandra Suarez. Last updated 02/03.

Campus Master Planning Committee (CMPC)

www.mtholyoke.edu/committees/cmhc/

Developed site. Maintained by Stephanie Hull. Last updated 03/02.

Ombudsperson

www.mtholyoke.edu/offices/ombuds/

This site was redeveloped (fall 2002) by a student with direction from Theresa Chamberland. Site is maintained by a student. Last modified 01/03.