shoreline community college
intranet

intranet.shore.ctc.edu

O R G A N I Z A T I O N

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                          │   INTRANET MAIN PAGE     │
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Newspaper	Governance	Departments	Divisions	People	Reference	Help
(PIO)	(Tom Curtis)	(Respective department)	(Respective division)	(HR)	e.g., contracts, manuals	(TSS)

Auto & Mfg	Bus Admin	Health Occ/PE	Humanities	IASStu/SS	Science	Library/Media

Business	Econ. Devel.	H.R.	Instruction	Tech Support	Student Svcs
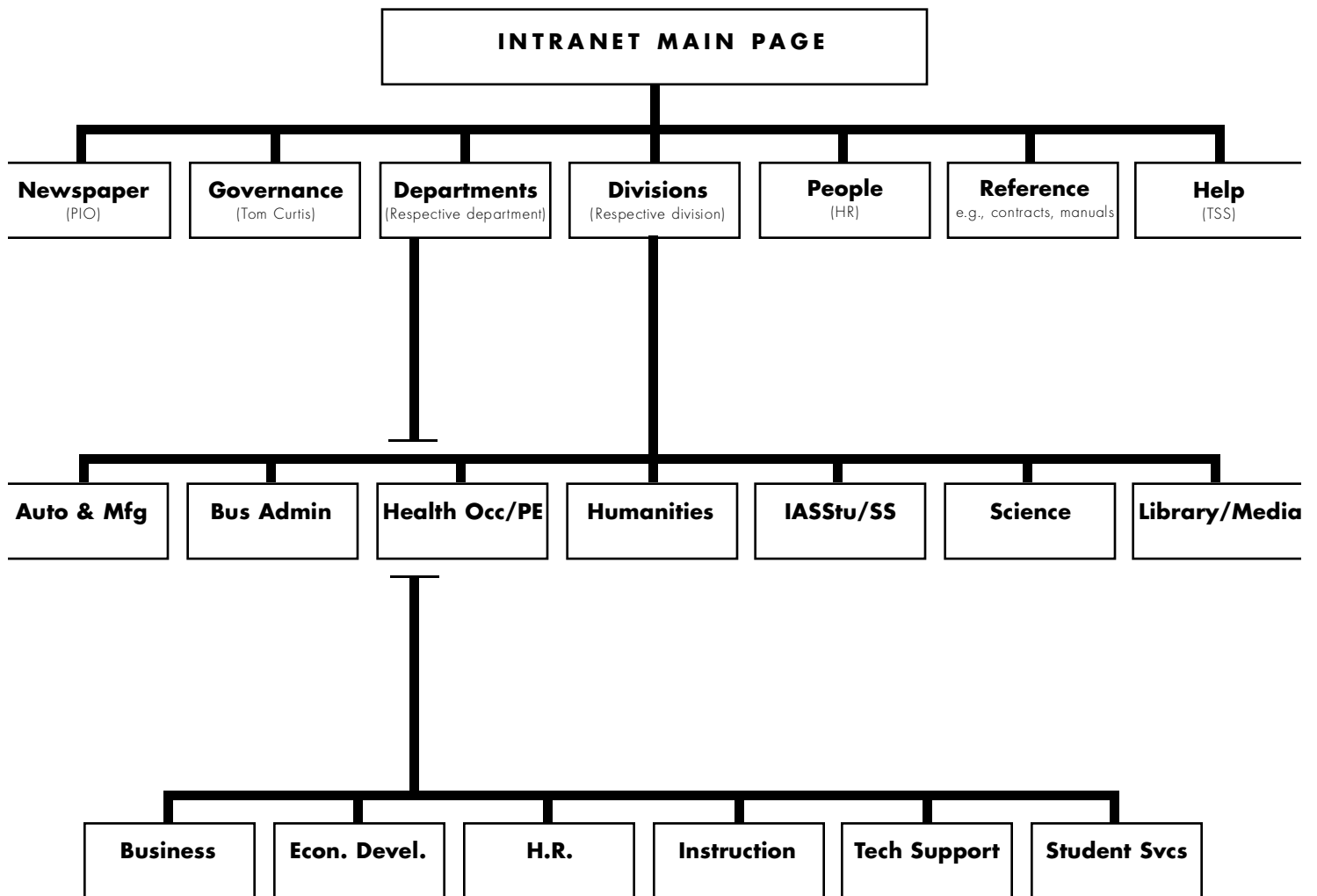
intranet
with the **intranet** you are one click away

from campus news, college governance, policies, forms and other useful information

DAY AT A GLANCE

…posted each day to the intranet

The most up-to-date information about college events and announcements will now be provided by the Public Information Office (PIO) on a daily basis via the intranet. Take a minute each morning to check **http://intranet.shore.ctc.edu** with your Internet browser, and you will immediately be connected. (Directions on setting up your browser to automatically call up the home page will be posted on the intranet.)

How do I submit information to PIO?

Please click onto the intranet home page and use the **News Submission Form** to send PIO details about your event or news item. It's that easy. We ask you to send us the information as early as possible, particularly if you would PIO to forward the information to the media.

Reminder: In order to have your event listed in a monthly or bi-monthly publication, you must submit this information to us at least 10 weeks in advance.

NET NEWS

Net News will be published every two weeks and will contain information about college initiatives, new employees, grant awards, recognition awards received by faculty and staff, and more. We will continue to send you an email reminder when the latest version of Net News has been published along with a brief look at the current edition's headlines.

Missed an edition? Not to worry — simply check the archives for a library of past editions. If you have trouble accessing **Net News** or the intranet, please contact Dave Holmes at x4518.

NEWS TIPS

Have you or someone you work with done something special lately? Would you like to recognize a job well done? Are you starting a new program or making a significant change in your current one? Do you have a new employee coming on board? Let PIO know!!!

Please remember to keep us abreast of what you are doing so that we can help you make news on campus and in the community. Use the **News Submission Form** on the intranet to send us information. Or **GIVE US A CALL** at x4717, Donna Myers.

With your help we can make it fun and make sure that kudo's are given when deserved.

101 Ways to Show Students We Care

The best way to market the college is via **WORD-OF-MOUTH**. By showing students that we truly care about their experience at the college, we know that they will tell their friends and family about Shoreline Community College. Take a moment to **SMILE** and read through the *101 Ways to Show Students We Care*. Take time to show each other that you care while you're at it!

Get in the Governance Groove

The intranet also features a college governance web site where you can learn about and participate in college governance. Here you can learn who is serving on what committees and view committee meeting agendas and minutes. You can share your opinions with key committee members directly from the web site.

One of the key sites on the intranet will be the link to the Self-Study web site. As we progress through the year of self-study, you will want to check the site for Open Forums that will be scheduled throughout the year, web-based discussions, and general updates from our Self-Study committee leaders.

Web Reform

The Public Information Office is looking at the next generation of the college's web site. New features have been added over the summer (i.e. online registration and book buying are now a reality!), and we will continue to look at ways to make the site more useful to our students.

We are also looking at design changes to improve the way our information is organized and how it looks and feels. PIO will conduct several meetings to discuss your ideas, or please call or email Judy Yu at jyu@ctc.edu (x 4634) if you have any recommendations.

Set Your Sites

If you would like to help build our college intranet, please call Dave Holmes at x4518. He will assist in the initial start up of your web site and coordinate your training.