Website Ownership and Structure

How do we keep the UVU website up to date?

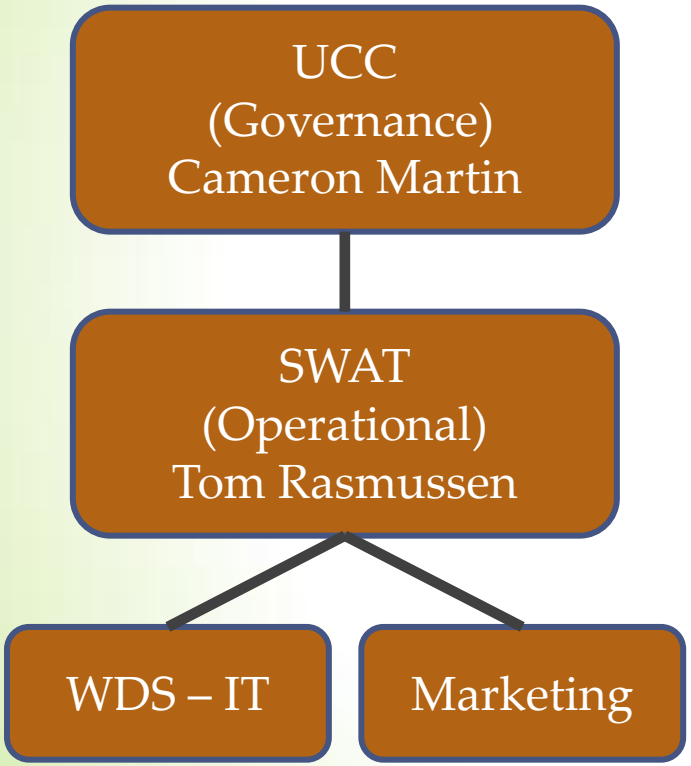
- Governance
- Responsibility and Accountability
- Training
- Communication

Size of UVU public website

- 298 sites
- 29,750 pages

Governance

UVU Web Governance



Department Site Governance

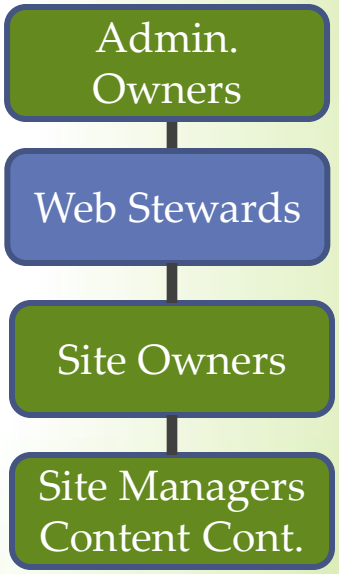
Responsibility

Admin Owner

- A VP, AVP, or Dean
- Responsible for a section/division of the UVU Web site

Web Stewards – NEW

- Appointed by Admin Owners
- Divisional point person for all web issues
- Content and coordination
- Not technical in nature
- Not a new position
- Coordinates with site owners and content contributors



Responsibility

Site Owner

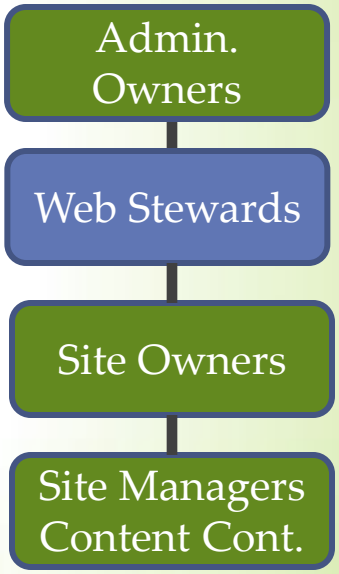
- Responsible for a department/program site
- Appoints a Site Manager and Content Contributor for their site
- Will coordinate with the Web Steward for content and coordination

Site Manager

- Works on department/program site under Site Owner's direction
- Coordinates with WDS and Marketing on web issues
- Semi-technical with web technologies

Content Contributors

- Works on the department/program site
- Contributes and maintains content
- Content experts
- Not technical



UTAH VALLEY UVU UNIVERSITY

WEB COMMUNITY RESOURCES

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UNIVERSITY LINKS | COLLEGES & SCHOOLS

WEB COMMUNITY | TRAINING | SERVICES | SUPPORT | STANDARDS & STYLES | ABOUT UVU WEB

REGISTER FOR AN UPCOMING SESSION

TRAINING SESSIONS

Learn the basics of HTML • Learn how to use OU Campus

The Web Community Resources site is a new place to find information and tools about all web-related services and needs across the UVU campus.

In conjunction with the newly established Web Community, this site contains documentation, training information, contact information, service descriptions, and a community blog to promote discussion, improve support, and help for everyone who works with the web.

WHERE TO START

GET ACCESS

If you're new to working with the web at UVU, find out how to get access to your website.

VIDEO TUTORIALS

Training tutorials show how to get things done in OU Campus.

TRAINING

Learn the ins-and-outs of working with the web at UVU by attending a training session.

STYLE GUIDES

Find out the guidelines for making your site look its best!

SUBMIT A PROJECT

Submit a new project to get a new site, redesign an existing site, or to work with Web Development Services.

HELP!

Submit a support ticket if you're having problems or need help with something on your website.

GET INVOLVED!

UPCOMING EVENTS

NOV 12 TUE

OU CAMPUS BASICS TRAINING

Learn how to use OU Campus to update and maintain your website. REGISTER.

NOV 20 WED

OU CAMPUS BASICS TRAINING

Learn how to use OU Campus to update and maintain your website. REGISTER.

NOV 20 WED

HTML BASICS TRAINING

Get an introduction to using HTML to customize your website. REGISTER.

NOV 22 FRI

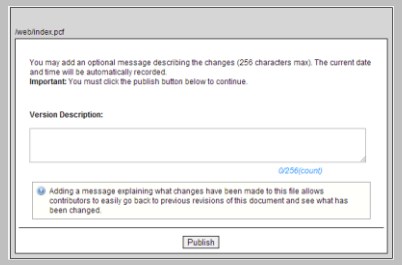
WEB COMMUNITY MEETING

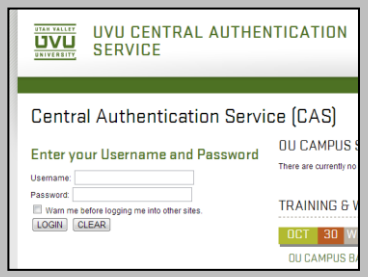
All those who work on department websites are invited to join us for web community meetings. REGISTER.

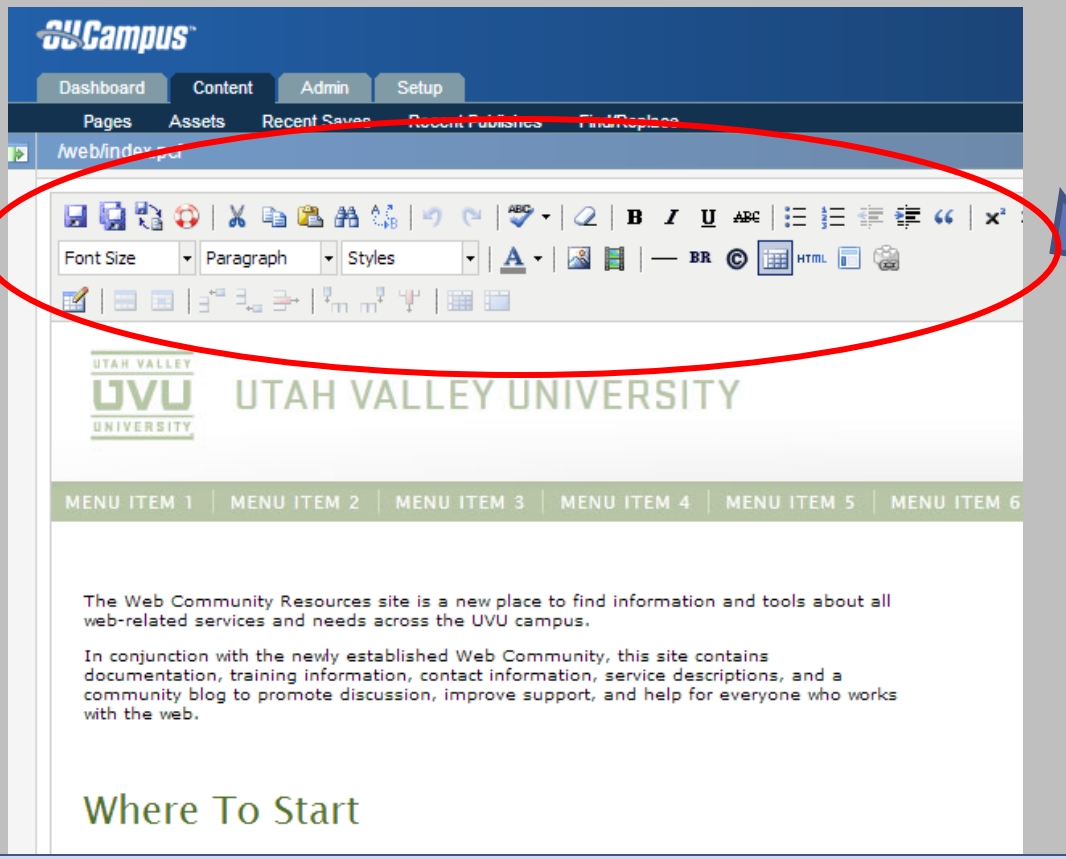
VIEW ALL UPCOMING EVENTS.

WEB COMMUNITY BLOG

<!DOCTYPE html
PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-tran
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<meta http-equiv="Content-Type" content="text/html; charset=UTF-
<title>Web Users Community | Home</title>
<!-- com.omniupdate.properties -->
<meta name="keywords" content="" />
<meta name="description" content="" />
<!-- /com.omniupdate.properties -->
<!-- header css here -->
<link type="text/css" rel="stylesheet" href="//www.uvu.edu/_resources/css/styleMobile.css" />
<link type="text/css" rel="stylesheet" href="//www.uvu.edu/_resources/css/styleTablet.css" />
<link type="text/css" rel="stylesheet" href="//www.uvu.edu/_resources/css/style.css" />
<link type="text/css" rel="stylesheet" media="print" href="//www.uvu.edu/_resources/css/print.
<meta name="viewport" content="width=device-width, initial-scale=1.0, minimum-scale=1.0, user-
<link rel="stylesheet" href="/_resources/libraries/flex-slider/flexslider.css"
type="text/css"
media="screen" />
<link type="text/css" rel="stylesheet" href="/web/lib/css/dept.css" />
<!-- header javascript here -->
<!-- <script>document.cookie='resolution='+Math.max(screen.width,screen.height)+'; path=/';</s
<script>document.cookie='resolution='+Math.max(screen.width,screen.height)+("devicePixelRatio"
<script language="JavaScript" type="text/javascript" src="//www.uvu.edu/_resources/js/moderniz
<script src="//ajax.googleapis.com/ajax/libs/jquery/1.7.1/jquery.min.js"></script>
<script>window.jQuery || document.write('<script src="//www.uvu.edu/_resources/js/jquery.js"><
<!-- Google Analytics -->
<script type="text/javascript">
var _gaq = _gaq || [];
_gaq.push(['_setAccount', 'UA-2879254-1']);
_gaq.push(['_trackPageview']);
(function() {
var ga = document.createElement('script'); ga.type = 'text/javascript'; ga.async = true;
ga.src = ('https:' == document.location.protocol ? 'https://ssl' : 'http://www') + '.google
var s = document.getElementsByTagName('script')[0]; s.parentNode.insertBefore(ga, s);
})();





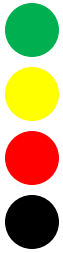


Content Updates in as little as 2 minutes

Accountability

- Web Community Meetings
- Trainings – every two weeks

- Content Audit by SWAT
- Page update procedure/expiration
  - Up to 6 months old – green
  - 6 – 12 months old – yellow
  - 12 – 14 months old – red
  - 15 months old – black
    - Delete



- Site owners accountable to Web Stewards
- Web Stewards accountable to Admin Owners
- SWAT is the double check and assists with issues

Training

- Community Engagement
  - Every other month – 4th Friday – 10am
  - For all content people across campus
  - To collaborate/communicate on web changes/updates/functions
    - i.e. Web Style guide, CMS changes, new templates status, social media, etc.
- Basic CMS training (OUCampus)
  - Approximately twice per month (listed on Web Community site)
  - For all CMS users, especially new
  - To learn the basics of how to maintain content in the CMS system
- Advance technical trainings
  - As needed (individuals or as groups)
  - CMS users wanting to use advanced features (more technical)
- Web Architect and Strategy Trainings
  - As needed, per site or area
  - Anyone requesting a re-architect of their site
  - Audience and site effectiveness and usability

Purpose Based Architecture

- Website purpose
  - Recruitment, drive admissions
  - Provide resources to students
  - Reach out to the public and community
  - Many audiences and many purposes, but focus on most important
- For each web division:
  - Identify primary and secondary audiences
  - Identify the goals of the websites (purpose)
  - Identify key actions to help audience to achieve goal
  - Build around the actions
  - Standardize on key elements for consistency
  - Measurable for effectiveness
- Example: Admissions website
  - Re-architected around audience and purpose
  - Focusing on key actions
  - Measurable actions for effectiveness

Communications

General Information

- Reminders of meetings/trainings
  - As needed – Web Community

Web page counts and ages

- Ownership update sheet
  - Quarterly – Web Stewards (CC to Admin Owner)
- Page count and age
  - Quarterly – color coded – Web Stewards (CC to Site Owners)
- Final warning report
  - Web Steward and site owner – 2 weeks before expiration/deletion
- Yearly review with Presidents Council

Web Content Update Procedure

Responsibilities and Ownership

From: Strategic Web Action Team (SWAT)

Instruction: *Please Review the following ownerships*
Please let SWAT know of any ownership changes immediately

VP: Val Peterson
Dean/Administrator: Ray Walker
Division/Area: Office of Information Technology

Web Folder/Page	Department	Site Owner	Site Manager	Lead Content Contributor	Pages
/oit/adcom	Administrative Computing	Joseph Belnap	Joseph Belnap	Denise Vandevanter	
/adprog	Administrative Computing	Joseph Belnap	Denise Vandevanter	Denise Vandevanter	
/ais	Infrastructure Services	Michael Duffin	James Condie	Landon Conover	
/computershop	Computer Shop	David Tobler	Angelia Duke	Jynae Bird	
/ds	Media Services	Travis Tasker	Travis Tasker	David Shumway	
/email	Infrastructure Services	Brett McKeachnie	Brett McKeachnie	Brett McKeachnie	
/helpdesk	IT Help Desk	David Tobler	JoAnn Innes	Jynae Bird	
/oit/infra	Infrastructure Services	Eddie Sorensen	Eddie Sorensen	Christine Kirkham	
/itunes	Office Information Technology	Raymond Walker	Raymond Walker	Raymond Walker	
/media	Media Services	Travis Tasker	Travis Tasker	David Shumway	
/network	Network and Infrstructure	Brian Peterson	Brian Peterson	Christine Kirkham	
/oit	Office of Information Technology	Raymond Walker	Raymond Walker	Raymond Walker	
/profpages	WDS	Cody Adams	Cody Adams	Cody Adams	
uvu.edu/projects	OIT	Thomas Rasmussen	Damon Thueson	Damon Thueson	
/studentcomputing	Student Computing	David Tobler	Andrea Osborn	Darel Hawkins	
/sysadmin	IT Systems Admininstration	Eddie Sorensen	Brett McKeachnie	Brett McKeachnie	
/oit/technologysupport	Technology Support Services	David Tobler	David Tobler	David Tobler	
/telephone	Infrastructure Services	Eddie Sorensen	Kurtis Olsen	Thomas Branam	
/oit/uvbanner	UV Banner	Raymond Walker	Robynn Kirkham	Robynn Kirkham	
/index.html	Academic Computing	Joseph Belnap	Nathan Gerber	Jason Kennedy	
/wds	Administrative Computing	Nathan Gerber	Jeanie Cranney	Mallory Snyder	

OIT Division - Last Updated Report **Total Pages: 424**

Web Folder/Page	Department	Pages	Last Pub te
/oit/adcom	Administrative Computing	7	
		index.html	6/10/2013
		standards.html	6/10/2013
		support.html	6/10/2013
		about.html	6/10/2013
		about/index.html	6/10/2013
		projects/index.html	6/10/2013
		upgrades/index.html	9/13/2012
/adprog	Administrative Programming	6	
		index.html	6/10/2013
		contact/index.html	6/10/2013
		customer_projects/index.html	6/10/2013
		customer_projects/forms.html	5/13/2012
		standards/index.html	6/10/2013
		upgrades/index.html	6/10/2013
/ais	Infrastructure Services	11	
		index.html	6/10/2013
		contact/index.html	6/10/2013
		contact/message.html	6/10/2013
		news/index.html	6/10/2013
		services/index.html	6/10/2013
		solutions/index.html	6/11/2013
		theteam/index.html	4/10/2013
		theteam/bpractice.html	4/10/2013
		theteam/2010.html	4/10/2013
		tools/index.html	9/13/2012
		tools/status.html	6/10/2013
/computershop	Computer Shop	35	
		index.html	10/22/2013
		config/allinone-1/.html	9/10/2013
		config/allinone92z.html	5/13/2012
		config/appledesktopbasic.html	9/10/2013
		config/appledesktopperfromance.html	9/10/2013
		config/applelaptopbasic.html	10/29/2013
		config/applelaptopfullsized.html	10/29/2013

Total number of pages

Each site with page listing and age

Color coded for age identification

Information to Share With Web Stewards

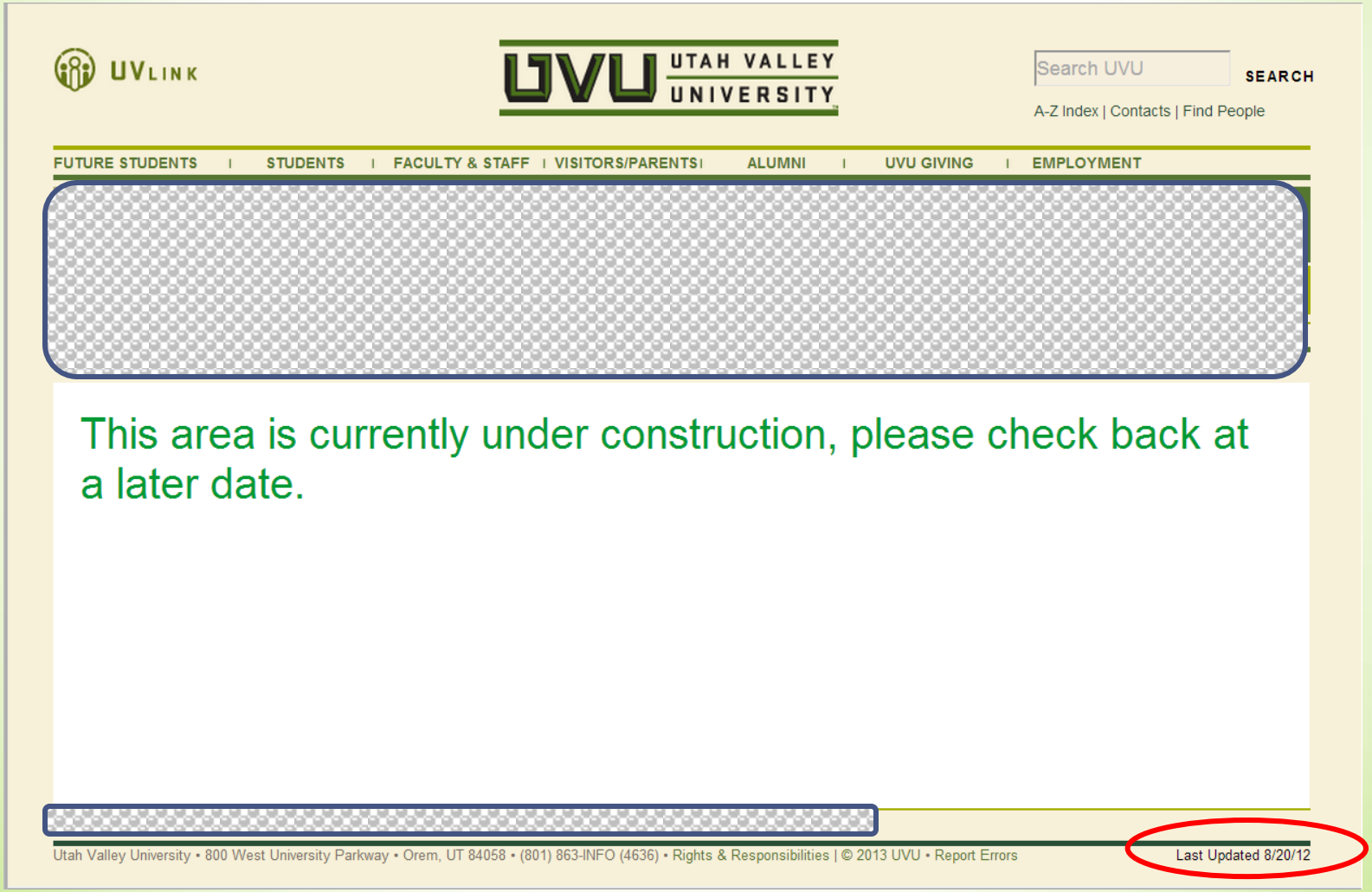
- Set expectations with Web Stewards (training)
- Update content now (do not wait for new template)
- Must attend Web Community Meetings
- Focus on content updates

- Moving to new template in process
- Re-architecting department sites will come next
- Bring concerns or get advice from SWAT

What Can We Do Now?

- Update content now (do not wait for new template)
- Attend Web Community meetings – stay informed
- Focus on content updates
- Communicate with WDS and Marketing on any web needs or questions
- If page is not needed, DELETE IT
- If page can be combined with other content, CONDENSE IT
- If content is needed, UPDATE IT

Delete it!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Condense it!

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University College
INFORMATION | RESOURCES | ONLINE TUTORIALS | WRITING FELLOWS PROGRAM | GRADUATE WRITING CENTER | COMMUNITY WRITING CENTER AT OREM PUBLIC LIBRARY
UVU >> On-Line Writing Lab >> Writing Scholars Program
Printer Friendly
Writing Fellows Program
Mission Statement
The Writing Fellows program is designed to emphasize and facilitate continued writing education in discipline-specific courses with the intent to assist the students in developing academic standards of writing.
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Printer Friendly
Writing Fellows Program
Program Description
Piloted in the Spring 2007 and Fall 2007 semesters, the Writing Fellows program is a central part of UVU's Writing Center. Our program works with both the instructor and the student on an individual basis; it provides tutoring that is based on the elements of the specific discipline as well as the requirements of the specific instructor. Each participating course has an assigned Writing Scholar who, together with the course instructor, designs a writing program specialized to meet the needs of that particular course. The program generally involves writing assignments that includes either a mandatory or a recommended tutoring session with the scholar. The instruction given during these sessions can vary from global issues, such as organization, style and voice, to local issues, such as grammar and word choice—all within the context of the discipline and assignment.
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Update it!

- Update links
- Update content
- Update images
- Update navigation
- Update headings
- Update titles, descriptions, keywords, etc.