

Date: February 23, 2018

To: Web Redesign Workgroup

From: Office of Institutional Effectiveness

Re: Recommendation for Web Conversion Training

Committee Chairs

Date	Time	Location
Wednesday, 3/21/18	2 PM – 4 PM	Professional Learning Center, SCC 201
Thursday, 3/22/18	3 PM – 5 PM	Professional Learning Center, SCC 201
Friday, 3/23/18	10 AM – 12 PM	Professional Learning Center, SCC 201

Clusters

Date	Time	Location
Wednesday, 3/14/18	2 PM – 4 PM	Professional Learning Center, SCC 201
Thursday, 3/15/18	3 PM – 5 PM	Professional Learning Center, SCC 201
Friday, 3/16/18	10 AM – 12 PM	Professional Learning Center, SCC 201

Date	Time	Location
Wednesday, 3/28/18	2 PM – 4 PM	Professional Learning Center, SCC 201
Thursday, 3/29/18	3 PM – 5 PM	Professional Learning Center, SCC 201

RSVP needed to get access to the system. Send requests to estoyar@lahc.edu.

WINTER/SPRING 2018 TIMELINE (Presented to CPC January 8, 2018)		
JANUARY	2	Launch of new home page and template on governance side
	2-12	OIE creates templates with continuous cluster/unit consultation
	2-28	<ul style="list-style-type: none"> Convert unowned pages Address landing pages and links
	16-19	Training for division chairs and program managers <ul style="list-style-type: none"> Wed., Jan. 17, 2018: 2 PM – 4 PM; Location: SSA 214 Thu., Jan 18, 2018: 3 PM – 5 PM; Location: SCC 201 Fri., Jan 19, 2018: 10 AM – 12 PM; Location: SSA 214
	29-2/2	Introduce during FLEX week
		Update existing committee pages
FEBRUARY		<ul style="list-style-type: none"> Training for committee chairs Update existing committee pages Convert unowned pages
MARCH		Update existing committee pages
APRIL	6	<ul style="list-style-type: none"> Complete conversion process Update existing committee pages