



OFFICE OF THE LAUC PRESIDENT

May 27, 2014

To: LAUC Website Redesign Ad Hoc Committee  
Julie Lefevre, Chair (Berkeley)  
Carla Arbagey (Riverside)  
Letha Goger (Merced)  
Jenny Reiswig (San Diego)  
Jerrold Shiroma (Merced)  
Michael Yonezawa (Riverside)

**Introduction:**

The LAUC website is the primary mode of communication about LAUC's activities and policies. The site is currently hosted by UCOP at <http://lauc.ucop.edu/>.

The LAUC Web Review Ad Hoc Committee [report](#) of February 6, 2014 provided the LAUC Executive Board with an assessment of the current site and recommendations for improving functionality and architecture to accommodate both old and new content. The [report](#) of the Executive Board Subcommittee on "Meet Our Members" put forth a vision for new content to showcase the diversity of the LAUC membership.

The LAUC Website Redesign Ad Hoc Committee will plan and manage the development of a new LAUC website.

**Membership:**

- Julie Lefevre, Chair (Berkeley)
- Carla Arbagey (Riverside)
- Letha Goger (Merced)
- Jenny Reiswig (San Diego)
- Jerrold Shiroma (Merced)
- Michael Yonezawa (Riverside)

**Charge:**

1. Prior to implementation, the initial responsibilities of this working group include:
  - Write a detailed project scope statement including:
    - Key deliverables
    - Requirements

- Wish-list features
  - A timeline for the project
  - Determine costs and timeline related to migration
- Obtain estimates from outside consultants for website development
- Oversee engagements with outside vendors or contractors, if used
- 2. During implementation, the working group will:
  - Design and build a new LAUC website in Drupal. (Aspects of the Drupal site, including its design, or the entire site build, may be contracted out, in which case the working team will oversee that work.)
  - Coordinate training for users who will be migrating or developing content on the new site.
  - Update web maintenance best practices for LAUC members to suit the capabilities and limitations of Drupal.
  - Propose revisions to LAUC Website Policies and Procedures (<http://lauc.ucop.edu/about/wwwpolicy.html>).

**Timeframe:**

- Committee work will begin as soon as possible after committee formed.
- Target timeline is as follows:
  - May 27 Ad Hoc charged
  - June 30 RFP distributed to consultants
  - July 11 consultant proposals due
  - July 21 selection of consultant
  - August 1 design phase
  - October 1 migration phase
  - November 1 testing phase
  - December 1 launch live site
- Committee will report regularly to LAUC President and LAUC President-Elect.

**Committee Work and Meetings**

The Executive Board urges the committee to conduct its business through conference call(s), or using other technologies, such as email or chat. Please discuss options with the President.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

Nick Robinson  
 LAUC President, 2013-14

Cc: LAUC Executive Board