



Website Currency and Accuracy Process

Description of process

Twice a year, the Executive leadership team at the College will partner with the webmaster to ensure that webpages reflect current and accurate information. In order to complete this process:

- Webmaster will generate list of pages that have not been updated in the last 5 months
- Sheets will be sorted along reporting lines: Student Services, Academic Services, Administrative Services, President's Office. Webmaster will provide sorted list complete with editors.
- VPs/President will work with managers to review pages and update, if needed.
- VPs will request pages no longer in service be removed from site.
- VPs or designee will run common search queries to ensure that LPC's webpage is searchable and navigable.

Periodic Review of Homepage

- At the first Executive Staff meeting of the Month the College's homepage is reviewed for currency and accuracy.
- Requested banners and/or content communicated by the Vice President of Student Services to District PRMG
- Requested design changes for homepage communicated by the Vice President of Academic Services to webmaster.

Key dates in advance of registration

3rd week of October: webpage "last edit" list is generated

4th week of October: webpages are updated in advance of registration

1st week of November: schedule is commonly posted

Mid-November: registration begins



3rd week of March: webpage “last edit” list is generated

4th week of March: webpages are updated in advance of registration

1st week of April: schedule is commonly posted

Mid-April: registration begins

Committee Updates: Key dates in advance of start of semester

Second week of August and second week of January: All committees will be reviewed by support /resource staff for complete agenda and minutes for the recently completed primary term. Update for all approved agendas should be posted by the end of the first week of the new term.

Curriculum Updates

The Las Positas website list programs and courses in several locations. These include:

LPC Courses: <http://www.laspositascollege.edu/courses/index.php>

LPC Degrees: <http://www.laspositascollege.edu/programs/degrees.php>

LPC Certificates: <http://www.laspositascollege.edu/programs/certificates.php>

The update to these pages will occur once the print catalog has been set the printer in late February. Additionally, Every Spring, when the Catalog, curriculum websites, CCCApply, & DegreeWorks are updating new and modified programs, the update to Program Mapper could occur.