Last fall the Office of Institutional Advancement (OIA) and Institutional Technology (IT) began the redesign of the graphic interface of the homepage of Napa Valley College’s main website.

With input gathered from the campus community, updated information on ADA compliance for websites, and technical review of existing broken hyperlinks and other outdated content, the technical work on the site’s graphic redesign has begun. The redesigned homepage in the latest version of SharePoint will go live on August 8, 2014.

**How Will This Affect Me and the Webpages I Edit?**

The conversion of content (text and images) on all existing NVC webpages will be updated to a newer version of SharePoint (the software we use as our content management and delivery platform) from June 13 through August 7. Please UPDATE your webpages’ content (images and text) as best you can before June 13 to facilitate the conversion of these pages to the update of SharePoint.

**From June 13 through August 7,** any changes you make to your webpages will not be automatically included in the “new” website. To include these changes on the new, redesigned site, you must repeat them on the new website once it is technically up and running on August 8.

We apologize in advance for this inconvenience but want you to know that this redesign will increase the effectiveness of the NVC website as an efficient and professional 21st century communication tool.

**Make your content changes now as best you can to save yourself time after August 8.**

PLEASE NOTE: the existing website will never shut down, so you will always be able to communicate via your webpages to those you need to throughout the summer, but changes you make between June 13 and August 7 will need to be re-entered since they will not be part of the conversion.

**Key Dates to Keep in Mind**

- **May 19 – June 12:** Make content updates to all existing webpages you control as editor
- **May 19 – June 5:** Please send notice directly to Jose Sanchez of any outdated or unused webpages you wish to delete entirely ([jsanchez@napavalley.edu](mailto:jsanchez@napavalley.edu))
- **May 19 – June 9:** IT and OIA may contact you to ask that you correct or update specific existing content on webpages you control as editor (to address misspellings, broken links, outdated information, incomplete information)
- **June 13 – August 7:** ARCHIVE! (save a copy of all changes made to the webpages you control so you can easily add them back in after the new site goes live on August 8)
- **August 8:** Meet the New NVC Homepage: Orientation and Digital Tour (time and place to be announced in July)
- **August 8 – onward:** Reconstruct any content changes you made to your webpages’ content between June 13 and August 7 and continue to use your website to communicate throughout the year.
- **August 14 & 15:** SharePoint Training Sessions (as part of Instructional Excellence/Flex Days)
- Additional SharePoint Training Sessions will be announced throughout the fall semester.

If you have questions, please do not hesitate to contact either Lissa Gibbs, Director of Institutional Advancement, ([lgibbs@napavalley.edu](mailto:lgibbs@napavalley.edu)) or Robert Butler, Dean of IT, ([rbutler@napavalley.edu](mailto:rbutler@napavalley.edu)) directly.