Rebuilding WCJC’s Intranet Website with CMS: A Structured Approach to Effective Document Management

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Wharton County Junior College
Wharton County Junior College

- 2 year community college
- 7400+ students
- 4 campuses
- 166 full-time instructors
- 118 part-time instructors
The college offers a wide range of postsecondary educational programs and services, including associate degrees, certificates, continuing education courses, cultural affairs, and leisure time activities for the benefit of the community.
WCJC Websites

- WCJC Main Website: www.wcjc.edu
- WCJC Faculty Website: facultyweb.wcjc.edu
- WCJC Intranet Site: intranet.wcjc.edu
WCJC Intranet Site

intranet.wcjc.edu

Only accessible on campus

• Policies & regulations
• Reports & handbooks
• College forms
• Campus directory
• Meeting minutes
• Committee calendar
• Tutorials and other technical documents
• Project websites
Intranet Migration Project

WCJC Intranet Site was migrated from an in-house developed CMS to OU Campus Enterprise CMS in 2017
<table>
<thead>
<tr>
<th>Old Intranet Site</th>
<th>Current Intranet Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAWn CMS (Document Approval Workflow networked Content Management System)</td>
<td>OU Campus CMS By OmniUpdate omniupdate.com</td>
</tr>
<tr>
<td>In-house developed CMS</td>
<td>Enterprise CMS</td>
</tr>
<tr>
<td>Free</td>
<td>Fee-based</td>
</tr>
<tr>
<td>Managed by the webmaster only</td>
<td>Managed by the content contributors and approvers</td>
</tr>
<tr>
<td>Not user-friendly</td>
<td>User-friendly</td>
</tr>
<tr>
<td>No technical support</td>
<td>Technical support from vendor</td>
</tr>
<tr>
<td>Documents organized by type (meeting minutes, forms, reports, etc.)</td>
<td>Documents organized by owner (administrative units and educational departments)</td>
</tr>
</tbody>
</table>
Content on the old WCJC Intranet Site: organized by document type:

- Projects
- Forms
- Meeting minutes
- Reports & documents
- Policies & regulations
- Tutorials
Content on the current WCJC Intranet site: grouped by content owner:

Administrative Units
  Human Resources
  Information Technology
  Institutional Research
  Marketing and Communications

Educational Departments
  Division of Allied Health
  Division of Life Sciences
  Division of Technology and Business
  Division of Vocational Science
WCJC Intranet

Calendar

QEP (Quality Enhancement Plan) Committee Meeting
WCJC Hutchinson Memorial Conference
Room 100-B
3/6/18
12:00 PM

Board of Trustee Meeting Committee Meeting
WCJC Hutchins Memorial Board Room
3/20/18
6:30 PM

Academic Affairs Council Meeting Committee Meeting
Library Symposium Classroom
3/21/18
2:00 PM

WCJC Intranet Updates

Administrative Units

- Campus Directory (03-01-2018)
- Institutional Research (03-01-2018)
- Faculty Council (02-29-2018)
- Staff Meetings (02-27-2018)
- Business Office (02-27-2018)
- Human Resources Department Staff Meeting (02-26-2018)
- IPEDS (02-19-2018)
- Headcount Reports - Student Count and Demographics - Fall Reports (02-19-2018)
- Administrative Services Council (02-14-2018)
- Student Success Council (02-14-2018)

Educational Departments

- Cosmetology (02-28-2018)
- Electronics Engineering Technology Department (02-28-2018)
- College Readiness (02-26-2018)
- Chemistry/Physics Department (02-26-2018)
- Mathematics Department (02-21-2018)
- Division of Vocational Science (02-12-2018)
- Government, History, Geography & Economics Department (02-12-2018)
- Human Services Department (02-12-2018)
- Automotive Technology (02-09-2018)
- Business & Office Administration Department (02-07-2018)
Home > Administrative Units

Administrative Units

- Board of Trustees
- Office of the President
- VP of Administrative Services
- VP of Instruction
- Business Office
- Financial Aid
- Human Resources
- Information Technology
- Institutional Effectiveness
- Institutional Research
- Instructional Assessment
- Marketing and Communications
- Payroll and Benefits
- Physical Plant
- Purchasing
- Registration Office
- Security and Public Safety
- Student Services
Educational Divisions and Departments

- Adult Education and Literacy
- Athletics
- Continuing Education Department
- Dean of Vocational Instruction
- Distance Education
- Division Chair Meeting
- Division of Allied Health
- Division of Communications and Fine Arts
- Division of Math and Physical Sciences
- Division of Social and Behavioral Science
- Division of Technology and Business
- Division of Life Sciences
- Division of Vocational Science
- Faculty Association
- Library
- Senior Citizen Program
Within each Academic Unit / Educational Department, the content is then grouped by document type

**Human Resources**

Forms  
Handbooks  
Meeting Minutes  

**Division of Allied Health**

Meeting Minutes  
Associate Degree Nursing Department  
Dental Hygiene Department  
Surgical Technology Department  

**Procedure Documents**  

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WCJC Intranet Website

• Rebuilt with DAWn CMS in 2014

• Migrated to OmniUpdate’s OU Campus CMS in 2017

www.OmniUpdate.com
OmniUpdate  --  Leading CMS in Higher Ed

- 700+ college and university websites
- 11+ million web pages updated
- 2012 University Business top product

Designed for Colleges & Universities

- Simple for users, yet powerful for administrators
- Extensible for developers through APIs
- Exceptional training and support
- Social media integration and mobile website
- Course catalogs, faculty directories, calendars
• Easy to use and easy to learn
• Template based – ensure consistent web presence
• WYSIWYG (What-You-See-Is-What-You-Get) editor
• No HTML knowledge required
• Browser-based environment
• Workflow and approval process
• Wonderful support (fully supported)
• Accessibility compliance
Implementation

- Template Design
- Identify Ownership
- Website Restructuring
- Set Up Workflow and Approval Process
- User Training
Before

• Content owners were not identified
• Lack of responsibility, commitment, and accountability
• Content was not updated in a timely manner
• Content owners could not update their pages in DAWn CMS
• Site structure was not meaningful and logical
• Content was grouped by document type, which made it hard to retrieve by subject or owner
After

- Content owners are identified
- Content owners are responsible for the content accuracy and timeliness
- Content gets updated in a timely manner
- Content owners can easily update their pages using WYSIWYG editor and workflow/approval process
- Site structure becomes more user-friendly
- Content can be retrieved by both document type and subject/ownership
- Content becomes easily accessible and retrievable on the College’s Intranet website
Summary

• Many universities and colleges use Intranet site for document management.
• Logical and meaningful site structure and content grouping will improve the efficiency and effectiveness of Intranet website content management.
• Intranet site powered by OU Campus Web CMS can facilitate the college's administrative process as well as benefit its instructional management.
Thank You
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Q & A

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Wharton County Junior College
INTERESTED IN USING OU CAMPUS FOR YOUR INTRANET? SCHEDULE A DEMO!

try.omniupdate.com/demo-highedweb

Schedule a Demo today!
OU Campus™ is the definitive CMS of choice for higher education