

UCONNECT Governance/Management for Continued Success

Ongoing review of UCONNECT portal content:

All content managed by functional areas will be delivered through web proxy portlets. This content will be published via the WCMS. On a regular basis, approximately every 60 days, this content will be assessed for latest publish date. If content has not been published within the recent 60 days, a report will be provided to University Communications for further evaluation of accuracy and timeliness.

Content will also be visually evaluated for adherence to the UCO's brand standards. Misuse of branding or overloading portlet content with a repurpose of public web content will result in removal of the portlet.

UCONNECT portlets are intended to perform function and provide services.

Portlet Ownership

Content presented within the UCONNECT Portal is delivered by the Office of Information Technology but managed by subject matter experts (SME) for specific content and will be evaluated as part of the ongoing review of portal content.

Faculty, staff and students should already be aware that multiple departments are combining efforts to present information.

Portlet Editors

Portlet editors must complete WCMS training to manage a portlet within UCONNECT. Portlet editors are encouraged to seek guidance from University Communications on portlet content.

Portlet editors will maintain up-to-date, relevant content. Content not maintained will be subject to removal based on inactivity.

Additions to the UCONNECT will be considered and evaluated by the following criteria:

UCONNECT is a UCO Community Portal providing information and services to those with authenticated credentials. On occasion, the determination is made to add additional services or features to UCONNECT. If you are considering a request for additional information or service, please know that the following criterial will need to be met:

- Information and services provided must be deemed to be of interest to at least one-third of the UCONNECT audience, are or provide mechanism to deliver the service directly to the targeted audience.

- The audience is all student, faculty and staff at Central. Emeriti faculty and Alumni may be provided some limited services.
- In order to eliminate duplicate campus information or service, the service or information owner must maintain the relevant content.
- Information or services for inclusion, must submit a minimum of two weeks in advance for expected delivery. Information may be posted but development of new services could be subject to project timelines.
- Those maintaining information are subject to ongoing review and ownership/editor ownership guidelines.
- To maintain compliance with section 508 of the Rehabilitation Act of 1973, fliers are not accepted and all content should follow the [Accessibility Checklist for Digital Media](#).
- All content must follow the [UCO Branding and Graphic Standards Guide](#).

Additions to UCONNECT may be in the form of:

- Portlets: Available for Service Features and Information.
- Pages/Tabs: Not available that this time.
- Sites: Not available at this time.

Request for additions will be submitted to the UCO Service Desk using the [online request form](#). Requests will then be considered by the Office of Information Technology and University Communications.

Portlet Improvements Needed/Requested

Should you identify content within UCONNECT that you believe is inaccurate or outdated, please submit a request to the UCO Service Desk. The appropriate portlet owner and/or editor will be contacted.

When contacting the UCO Service Desk, please provide as much information as possible about the UCONNECT Portlet of concern.

Email: support@uco.edu

Telephone: (405) 974-2255

Location: NE Corner of the 1st Floor of the Max Chambers Library

Additional Terms

All existing university guidelines, standards and policies apply.
