DA: January 4, 2016

TO: Deans & Directors & Webmasters

FR: Donzell Lee, Ph.D.   *D.L.*
        Provost & VPAA

RE: WEB-SITE ACCURACY & USER-FRIENDLINESS

Digital visitors to Alcorn want websites that work: accurate information, fresh content, navigable links, and a clear sense of what each (unit's) page has to offer. However, the University continues to receive third-party notices of website information inaccuracies and broken links. This communication informs you of the need to update all web-pages, *post haste*.

Specifically, please review all of your web-pages to ensure that each page is achieving your unit mission.   Do a line-by-line audit for accuracy, currency, and functionality. Make corrections, update information, and revive broken links as needed.

Finally, please certify to me in writing (dlee@alcorn.edu) by Thursday, January 7, 2016 @ 5p.m. that you have thoroughly and completely reviewed your sites, fixed errors, corrected inaccuracies, and/or made necessary updates to ensure an accurate, navigable, and user-centric website.

Indeed, cyber visitors reasonably desire that our web-pages be vibrant, visually appealing, and rich with valuable content. Your ongoing review and verification of web content accuracy, currency, and navigation creates a quality digital presence that contributes to the quality of the Alcorn brand offline and on.

Thank you for your usual cooperation.