

Dear Steering Committee Members,

Thank you for your commitment to serve on the Web Improvement Steering Committee.

I know you each have your own responsibilities, assignments and areas of involvement and I'm thankful you have agreed to bring the value of your experience to this conversation. The work of this committee will help us lay the foundation for success for our University in the coming years.

Everyone on this committee represents an area or group whose future success depends on a positive outcome in this effort. While we've kept the membership limited to maintain group effectiveness, it is important to note that this group is not intended to be an all-inclusive list of digital leaders. Therefore, the campus community will be actively encouraged to provide feedback, guidance and concerns throughout the work of this committee by meeting and working with members like yourself, via forms provided at [louisville.edu/web/upgrade](https://louisville.edu/web/upgrade) or through their participation in workgroups created as-needed that will include both committee members as well as non-committee members to advise on individual topics.

To further emphasize campus involvement, we'll provide video recordings of our meetings to the campus community to ensure non-committee members are informed on our progress. In order to succeed, this process must have a singular focus of doing what is right for our university.

Make no mistake, UofL depends on a fruitful outcome of this project. That is why, in addition to my expectation for each of you to provide thoughtful observations and insights during our meetings, I am also asking you to act as champions for this endeavor. I encourage you to talk about the work we're doing with others on campus: Share our committee page where FAQs, meeting recordings, agendas, and other information about our work will be available; be an eager listener to opinions voiced and bring those conversations back to this committee for discussion and resolution.

Attached you will find a rough timeline of our objectives over the next year, as well as a copy of the overall vision for this effort. Please keep an eye out for the invitation to our first meeting coming soon.

If you have any questions or concerns prior to our first meeting, please don't hesitate to reach out. I'm looking forward to working with each and every one of you to reach our shared goals, together.

Thank you for your valued contributions to this endeavor,

Amber Peter  
Assistant Director of Web