



NO. 3059 INTERNET PUBLISHING STANDARDS

All materials and pages published as part of the Oklahoma City Community College Domain (www.okc.cc.ok.us) must be consistent with the mission and goals of the College and must comply with the Acceptable Use Policy (College Procedure No. 3058).

The procedures for College Web Site publishing are as follows:

A. Responsibility of College Web Site

The Office of Public Relations will be responsible for the overall functionality, design concept, and content specifications of the College Web Site.

B. Integrated Design

Effective Spring 2002, the College will implement a template with an integrated design to use on non-academic department pages. All non-academic departments will be required to use the template when creating new pages. Academic departments wanting assistance in their web page design may contact the Public Relations Office.

C. Content Management

Each non-academic area will designate an individual(s) responsible for maintaining updated content for their pages(s). The Public Relations Office will provide the service of updating content if the department so chooses. As is the responsibility of the Public Relations Office, content will be reviewed periodically to assist with design specifications.

D. Academic Department or Individual Faculty/Staff Pages

Academic departments and individual faculty/staff pages are not required to use the template. However, they must include the following:

1. The official College Logo a. Official logo can be obtained through the Public Relations Office
- b. No alterations to the College logo will be allowed (example: color, look, design, etc.)
2. The name and e-mail address of the author.
3. The date of the last revision made to the page.
4. The following disclaimer, "Oklahoma City Community College does not necessarily endorse the content or the respective links of this home page."

E. Accessibility

All web-based information will conform to the accessibility guidelines established through the College in accordance with the American with Disability Act and Section 504 of the Rehabilitation Act. The Office of Public Relations, in cooperation with the Services for Students with Disabilities Office, will ensure that all College pages meet these accessibility standards.

F. Storage

The Department of Computer Systems Development will provide an appropriate amount of storage space and simple procedures for loading these materials onto College equipment to those faculty and staff that wish to publish.

Authors assume all responsibility for the content of electronically published documents and agree to maintain the material to ensure its accuracy and timeliness.

Revised: October 29, 2001