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COLLEGE WEBSITE

Purpose/Mission

The purpose of the Glendale Community College (GCC) Web presence is to enhance access to and accessibility of information about the college's mission, academic, career and technical education programs, course offerings, specially funded programs, and student services. The college is committed to monitoring its Web pages to ensure consistency and compliance with the legal requirements regarding Fair Use and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations as set forth in Part 4 of Title 3 of the Federal Code of Regulations. All GCC Web pages shall promote the image of integrity, professionalism and quality to which the college adheres. The primary site and departmental sites within the primary site will have a consistent design to promote ease of navigation and a user-friendly environment.

Governance

With the goal of projecting an image of GCC as a leader in higher education, the Web Oversight Committee reviews the current and future state of GCC's Web presence and makes recommendations for plans, policies and procedures to the Campus Executive Committee for use and implementation of the college's Website.

Home Page

The college home page is the official portal to the GCC Website. The Web Oversight Committee makes recommendations on the design of the home page, which includes, but is not limited to, the look and feel of the page, as well as the placement of links and advertisements. The Public Information Coordinator oversees the content of the GCC home page and, in collaboration with the Web Coordinator, makes or recommends the appropriate content changes on the home page.

The college Web Coordinator is a professional IT staff member responsible for designing, developing, and/or maintaining the GCC Website. The Web Coordinator oversees implementation of Web policy and is the college Web architect, coordinating college Web publishing.

Types of Sites

All sites and Web page must adhere to the policies set forth in the copyright, Web accessibility, as well as to the commercial use sections referenced in these policies.

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The GCC provides Web space and Web authoring tools (see 4C guidelines on IT software) for all members of the college community, as well as for student clubs and organizations. The college encourages creative and responsible expression on the Web. Websites are categorized as follows.

- 1. Course Websites
- 2. Department Websites
- 3. Faculty or Personal Websites
- 4. Student Clubs Organizations
- 5. Non-conforming Websites

In all cases above, the sites shall be subject to the policies stated herein.

Course Websites

A course Website supports one or more courses at the college. Web pages and Websites associated with a course are controlled by the faculty member who teaches the course.

Students may use a course Website to enhance their learning efforts, to communicate with instructors and to explore the Internet, as may be needed to participate in the college's academic, career and technical programs. Guidelines on the development and maintenance of course Websites are provided below.

- 1. The faculty member will not load and display grades, or any confidential information on a course Website that does not authenticate the student or on a server not owned and managed by the college.
- 2. The faculty member will not load and display student work without student consent.
- 3. The faculty member will monitor the students' use of the Website to ensure that they are following standard guidelines for system usage and communications.
- 4. The faculty member works in cooperation with Information and Technology Services and or Instructional Technology to ensure that the site does not negatively affect the overall security and performance of the college network.
- 5. The faculty member will ensure that large files are stored on the library server and accessed via the course management system or faculty Website.

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- 6. The faculty member will ensure that the contents of the sites are within the guidelines set forth below, and do not contain any material that may be considered offensive or inappropriate to the college's site.
- 7. Students are obliged to adhere to the laws of copyright and the policies stated below. Students are strictly forbidden to obtain and install on the Website any music/video or music/video duplication from sources outside GCC without previous approval of the publishing source. Such material found on any course Website will be removed without notice. Disciplinary measures, including individual expulsion, may be imposed upon any student violating this policy.
- 8. The faculty shall review student Web pages and/or sites prior to posting of student material or review student posted materials within ten days of posting.

GCC agrees that student work is the property of the student, and makes no claim to the contents of student work. The use of course Websites provided for student classroom support is short-term. At the end of a class period, such as the end of a semester or teaching cycle, the material is removed from the server, and access to the server for individual students is also removed. Student work is archived for at least one year.

Department Websites

The college encourages all academic and administrative departments to establish and maintain a Web presence. A staff member shall be designated as responsible for maintaining and updating the department Website. All departments must conform to the official GCC Website design, with the exception of those sites approved under the non-conforming site section. The Content Management System (CMS) is available for all departments.

The departmental home page is the opening or main entrance to a department/office Website and the department Website is a collection of Web pages including the home page. These pages must conform to the official college Website design.

Faculty or Personal Websites

Faculty or personal Websites are developed and maintained by individuals within the college community for purposes of self-expression, communication and information related to their work at the college. These sites do not have to conform to the official GCC Website design. Most faculty members are already allotted space in the server (i.e., seco.glendale.edu/~username/). Instructors or other college personnel should contact the Web Coordinator if they do not have a folder there.

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The contents of faculty or personal Websites are the sole responsibility of the individual. The college maintains licensed Web development tools for creating faculty or personal Websites.

Student Clubs and Organizations

Official student clubs and organizations are permitted to create Websites to provide information about their programs, services, and events. When an organization is no longer registered with Student Affairs, the organization's Website may be removed. The contents of student club and organization Websites are the sole responsibility of the individual club or organization.

Each student club or organization Website must contain contact information, including that of the advisor. Each Website must also have a faculty sponsor who, in collaboration with the Student Affairs office, is responsible for reviewing and approving the content of the organization's pages. Student clubs or organizations must complete the GCC Student Organization Web Account application. This application may be submitted via email. It is important to maintain a valid contact name, as the responsibility of maintaining these sites changes every semester.

Non-Conforming Websites

The Web Oversight Committee has the responsibility of reviewing and approving requests for a non-conforming Website. Examples of non-conforming Websites include third-party applications Websites or pages such as Blackboard, Resource 25, PeopleSoft and Oracle. These sites are not subject to GCC design requirement but should follow this policy whenever possible. These applications will be pointed to as external pages.

In the event that a department is approved to create a truly unique Website without using the official, approved template(s), the department will take full responsibility for its creation, accessibility to persons with disabilities, and maintenance. However, certain critical elements must be present, including but not limited to the following.

- 1. Web pages must contain a link to return to the main GCC home page.
- 2. Web pages must contain the date of the last revision of the page.
- 3. To ensure the most up-to-date information, Web pages that provide users with information on course offerings or descriptions should provide links to the online schedule and catalog information, rather than duplicating it.
- 4. Materials on the Websites should comply with the recommendations contained in the most recent version of "Distance Education: Access Guidelines for Students

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with Disabilities," provided by the State Chancellor's Office (http://www.htctu.fhda.edu/publications/guidelines/distance_ed/disted.htm).

5. Web pages will include the following link at the bottom of the page:

Report Accessibility Issues to Webmaster (this link will send an email to the webmaster).

User Access and Privileges

- Members of the GCC community who wish to develop and publish a Website are responsible for maintaining the integrity of the site and must conform to the Web publishing guidelines and policy.
- Departments interested in developing and publishing a Website will designate a
 faculty or staff member who will hold primary responsibility for the department's
 page. Departments are responsible for providing the Web Coordinator with an end
 date for user access and privileges and for notifying the Web Coordinator of the end
 date.
- Individuals who are assigned the responsibility of creating Web pages or Websites
 for a department or office must first be authorized by their department head or
 supervisor. These individuals will play the role of Web publisher/editor.
- GCC students, faculty and staff members must read and agree to the terms and conditions contained within the GCC computer use policy, <u>Using Information</u> <u>Technology Resources at Glendale Community College.</u>
- Users uploading content and graphics to a GCC Web page are responsible for ensuring that copyrights are respected and accessibility guidelines are followed. This applies to all the following Websites.
 - 1. Course Websites
 - 2. Department Websites
 - 3. Faculty or Personal Websites
 - 4. Student Clubs Organizations
 - 5. Non-conforming Websites

Content

GCC intends to provide accurate, timely, and unbiased information. However, the college cannot guarantee the currency, accuracy, or quality of information stored on its systems. Furthermore, the college cannot accept responsibility for the information listed on or archived in other systems to which links from the college systems may point. Such links are provided as a convenience, and do not imply endorsement by the college. GCC reserves the right to reject or remove from any GCC Web server materials that are

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outdated, erroneous or misleading, illegal, unethical, or detrimental to the mission and operations of the college.

Comments, suggestions, and corrections regarding information on the site are welcome. Please email Webmaster@glendale.edu and include the full Web address (URL) of the page(s) you reference.

Web Accessibility

GCC is committed to web accessibility for persons with disability, as evidenced by Board Policy 2241. All GCC web pages will adhere to the standards mandated by Section 508 of the Rehabilitation Act of 1973 and will follow the guidelines of the World Wide Web Consortium.

All web pages must include the following link at the bottom of the page:

Report Accessibility Issues to Webmaster (this link will send an email to the webmaster).

When an accessibility issue is reported, corrective actions will be taken in a timely manner.

Accessibility guidelines, such as those listed below provided in the links above, are included in college Web development training and workshops.

Accessibility Resources

- World Wide Web Consortium Web Accessibility Initiative
- U.S. Department of Justice Americans with Disabilities Act
- Electronic and Information Technology Accessibility Standards

Copyright

With appropriate notice, individual college employees and students may retain copyright of their creative work, which would be considered that individual's intellectual property.

The copyright of any other content, including commissioned work, residing on the GCC servers and infrastructure belong to the college.

In cases where a GCC Web page contains references to, or incorporates material of any kind remote from GCC and copyrighted by others not related to GCC, the following procedures must be observed:

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 Permission to use the material must be obtained in writing from the copyright source and filed with the Associate Vice President of Information and Technology Services.
 This requirement for permission does not apply to information linked to another site.
 A copyright notice must be included in any location on a GCC Website where this material is displayed.

The issue of copyright may be affected by collective bargaining agreement, and this document does not intend to replace the intellectual property rights provisions in the agreement between the District and the AFT.

Commercial Use of Website

The GCC Website is maintained as an information source and as a communication medium exclusive to GCC students, faculty and staff. It does not provide a commercial presence; it does not solicit any product or service of a commercial nature, or the services of individuals or any other for-profit or for-marketing entity. Advertising for non-college ventures is not permitted.

Review of Website Contents

Academic and administrative departments that have a Website on the college server will maintain it by periodically inspecting the sites and pages to ensure that the information is up-to-date, accurate, and compliant with ADA recommendations and the GCC Website Policy. Faculty will maintain their individual Web pages. Faculty and department heads needing assistance in maintaining or updating their Web pages may contact the Web Coordinator.

All college Websites/pages are subject to review by the Web Oversight Committee. If changes are required, a report will be made to the department chair or manager upon completion of the review. Those departments with Web pages that do not adhere to the guidelines and policies will be given a set deadline to make the changes. If left uncorrected past the deadline, the site/pages and links to pages will be removed.

When a student club or organization is no longer registered with Student Affairs, the organization's Web presence may be removed.

Adjunct faculty or personal Websites/pages will be removed by the Web Coordinator when notified by the division chair or manager.

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Should the responsible parties wish to appeal a correction notice or removal of site contents, they may submit such an appeal in writing to the Associate Vice President of Information Technology for referral to the Web Oversight Committee. The committee will review the pertinent facts and return a decision, which may include instructions for modification of the site. Such review and instructions will occur in a timely manner. Should the responsible parties wish to appeal the decision and/or directions of the Web Oversight Committee, they may submit an appeal in writing to the college president who has final authority.

Disclaimer

GCC makes reasonable effort to ensure that the content of servers provided by the college is used in the best interests of the college and its programs, and is not intentionally offensive to the average user. However, GCC accepts no responsibility for the use of the Internet by individuals for any purpose that can be construed as abusive, profane, harassing, or sexually offensive to the average person. Any infringement of copyright laws and any posting of obscene, harassing, or threatening materials on the GCC Web site are prohibited, and may subject the author to investigation of local, state, national, and international laws and litigation, and to district disciplinary action, up to and including expulsion (student) or termination (employee).

The following disclaimer must appear on all personal Web pages:

"The views and opinions expressed in these pages are strictly those of [the page author]. The content of these pages has not been reviewed or approved by GCC."

Privacy

Information provided to GCC

GCC respects the privacy of every individual who visits our Website, requests information, or responds to our promotions. GCC will not collect any personally identifiable information, such as names, addresses, telephone numbers, or email addresses unless provided by users voluntarily. GCC collects provided information for the following purposes, unless otherwise stated:

- The college will use it to contact individuals and respond to requests for information.
- The college may store and process the information to better understand individuals' needs and to ascertain how the college can improve its Website and services.

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- The college will not give or sell individual information to an outside company for use in marketing or solicitation.
- o The college will maintain the confidentiality of personal information. .

Information collected automatically

In addition to the information provided to GCC when users request information, the college may automatically collect information about users that is not personally identifiable. Examples of this type of information include:

- o The computer's Internet browser, operating system, and IP address.
- The navigation path, including the domain name of the Website that linked to the GCC site and which site pages were visited.
- When viewing a GCC Website, cookies may be stored on the user's computer.
 However, these cookies will not be used to collect personal information about the user. Questions regarding this privacy policy should be emailed to Webmaster@glendale.edu.

Related Policies and Laws

- Digital Millennium Copyright Act at Glendale Community College
- Using Information Technology Resources at Glendale Community College (AR 2240)
- GCC Security Policy
- GCC Intellectual Property Policy

Adopted: February 22, 2011