

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Information Technology Services

MEMORANDUM

TO: College Technology Committees REF: ITS-03-JPM044
FROM: District ITS Web Committee
DATE: September 22, 2003
SUBJECT: Draft Versions of Web Policy, Copyright, and Board Policy 2311

Attached are DRAFT copies of documents that have been routed to the College Technology Committees from the District ITS Web Committee. There are three distinct areas that are addressed in these documents: Web Policy and Administrative Rules and Procedures, Copyright Policy, and revisions to the Board Policy 2311 related to computer use and email. The Web Policy and Copyright Policy are new proposed policies that focus on legal issues and District-wide guidelines on Web sites whereas the Board Policy 2311 is a proposed modification to the existing policy. The proposed new policies are required to address the changes in technology and access to information resulting from the incorporation of the Internet into our environment.

The drafts are submitted to the College Technology Committees and Web Committees for review and recommendations for revisions or comments, which will be routed back to the District ITS Web Committee for incorporation into the “draft” documents. Following the Technology and Web Committees, the documents will be routed through the governance process for review and approval to the Faculty Senate, Classified Senate, Chancellor Cabinet, College Council, Chancellor Council and then finally to the Board of Trustees. It should be noted that the Accreditation Team did inquire about the District’s lack of a Web policy since the Internet has become a public means of communication and instructional Web sites as well. At that time, they were notified that the “draft” documents were in process, and so it is important to adopt such a policy within the next several months.

The District ITS Web Committee was formed in August 2002 for the purpose of sharing information regarding Web development across the District and Colleges. The participants include the College and District ITS personnel who serve either as Webmasters or assist with the Web pages (Elizabeth Noyes, Scott Vigallon, Joel Hagedorn, John McHugh, and Katherine Tollefsen), the College Deans of Technology (Ralph Kindred, Michael Gunter), the Public Information Officer (Jennifer Aries), Chief Technology Officer (Jeannine Methe, Chair of Committee), and a Faculty Senate representative (Jim Matthews). The committee does not conflict with any of the college committees that review Web page design and content for the Internet or Distance Education, but rather this District committee concentrates on the ITS

technical aspect of the Web and thus complements the college committee activities. Since neither the District nor the Colleges had any written documentation on the Web guidelines, this committee took on the responsibility of formulating a “draft” document to address the frequently asked questions and points of confusion on the Web usage rules and procedures, which was based on their personal experiences working with the users at all locations. Other types of activities that this committee has pursued is the adoption of standard software (In Focus and Lift) to assist in maintaining ADA Section 508 compliance for the District Web pages, suggestions and improvements to our existing Web pages as well as new Web pages to be more consistent in the features offered at the different locations, to link the District and College Web sites to eliminate redundant data and duplication of effort, to establish standards for the server infrastructures, and to formulate procedures for releasing new Web pages and loading Web content.

The District ITS Web Committee anticipates working closely with the college governance groups to reach consensus on a general Web policy for the District which provides consistent guidelines for Web usage, similar to the role that the Board Policy 2311 plays in providing rules for general computer use. We encourage the committees to discuss the recommendations in the “draft” documents and provide any suggestions for clarification and/or improvement. In addition to the proposed Web policy, the District ITS Web Committee is developing a “draft” Web Style Guide that is unique to the colleges and will be released for review in November 2003. We appreciate your assistance in this collaborative effort.