

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 17

TITLE: Website Maintenance

EFFECTIVE DATE: March 1, 2011

PROCEDURE

1. PURPOSE

The College website is used to disseminate up-to-date information. Content Managers are expected to update and provide materials that are accurate and technically complete.

2. SCOPE AND APPLICABILITY

The department supervisor of a page(s) listed on the website is responsible to ensure the information is accurate, reflecting federal and state laws, College policies and established procedures. The supervisor will designate a contact person to be responsible for developing and maintaining departmental information.

In cooperation with the IT staff each supervisor will ensure that the contact person receives training to perform the required tasks. Supervisors will be held accountable for adhering to this procedure.

3. DEFINITIONS

Website page(s) are Articles in Joomla and they must comply with New River's approved Graphic Standards Manual and Joomla template standards available upon request from the Office of Communications.

Joomla is the open source content management program used at New River for the official College web site (www.newriver.edu).

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Chief Communications Officer