GPRC *ADMINISTRATIVE POLICY*

TITLE:	**WEBSITE DEVELOPMENT AND MAINTENANCE POLICY**
APPROVED:	December 3, 2007　　**REVIEWED:**
NEXT REVIEW:	2010-2011
RESPONSIBILITY:	Manager, Information Technology Web Developer, Information Technology Executive Director, Community Relations Communications Coordinator, Community Relations
APPENDICES:	Appendix 1:　Website Organizational Chart
CROSS-REFERENCE:	▪ Code of Ethics Policy ▪ Freedom of Information and Protection of Privacy Act ▪ Copyright Regulations ▪ GPRC Style Guide

POLICY STATEMENT:

Grande Prairie Regional College is represented by one domain, gprc.ab.ca, which is managed by Information Technology (function) and Community Relations (content) and housed on the GPRC web server.

PURPOSE:

To ensure that the Internet publication of Grande Prairie Regional College is presented in an appropriate, consistent, accurate, timely and approved manner.

SCOPE:

This policy applies to all departments, functions and services operating and communicating on behalf of Grande Prairie Regional College.

DEFINITIONS:

PROCEDURE/GUIDELINES:

1. The purchase and administration of any domain names on behalf of the College will be the responsibility of Information Technology.

2. The Information Technology Web Developer and the senior communications personnel of Community Relations will be responsible for the functionality, appearance and preliminary content of all pages within the GPRC website.

3. Specific departments and individuals will be granted permission and responsibility for updating and maintenance of content within pages pertaining to their programs and services once initial page development has been accomplished. Final authority for granting/refusing publishing permission on the GPRC website rests with Community Relations and Information Technology.

4. The content of the GPRC website will adhere to all academic and administrative policies of the College relating to communications, such as the Code of Ethics Policy and will adhere to the Freedom of Information and Protection of Privacy legislation and copyright regulations.

5. Notification of any problems, errors, required changes or updates to existing function or content on the website should be made via the IT Helpdesk.

    5.1   Call the Helpdesk at 539-2933 or email HelpDesk@gprc.ab.ca.

6. New Content Development

    6.1   To initiate development of new pages for the website call the Helpdesk to arrange a meeting with IT & Community Relations.

    6.2   IT & Community Relations will work with requesting individual or department to determine the required action.

    6.3   IT will create, or facilitate the creation of, the first edition of any web page to be hosted on gprc.ab.ca.

    6.4   Once the page is approved and launched, the requesting individual or department will assume responsibility for maintaining content within established guidelines.

    6.5   IT will grant necessary access permission to individuals assigned responsibility for updates and maintenance of content.

    6.6   If further additions to the page (new pages or restructuring of existing content) are required, follow the new content process as described.

7.   Contractor Check-in & Assignment of Access Permissions

    7.1   Contractors hired to perform work on any areas of the website must first report to IT prior to commencing work. IT will review the technical requirements for working on the GPRC website with the Contractor and make arrangements to provide the Contractor with appropriate access to perform their duties.

8.   Adherence to Technical Standards

    8.1   All development performed on the GPRC website will adhere with the basic website technical standards as defined by IT. These standards specify appropriate document types, platform compatibility specifications, programming style guidelines, and web development best practices.

9.   Guidelines for Updating Content

9.1   Publishing checklist

9.1.1   Before a document is published to the GPRC website, the following steps must be followed:

9.1.1.1   Ensure accuracy of dates, locations & facts
9.1.1.2   Spell-check with a Canadian/UK dictionary
9.1.1.3   Verify links

10.   Links in Homepage Content

10.1   When content already exists in another area of the website, do not copy and paste. Always link to the information instead. Information commonly copied which should be linked includes:

10.1.1 Programs
10.1.2 General calendar information
10.1.2.1   Admissions
10.1.2.2   Costs, Fees & Financial Aid
10.1.2.3   Awards
10.1.3 Staff Lists & Contact Information
10.1.4 Department Contact Information

10.2   Links from GPRC to external pages are at the discretion of Information Technology and Community Relations and will be preceded by a disclaimer announcing that "you are now leaving the official GPRC website".

11.   Affiliation with GPRC website

11.1   The use of the GPRC name, logo or image on any site other than gprc.ab.ca is prohibited unless direct permission to do so has been provided.

Website Organizational Chart

Introduction

The following pages show an outline of the major areas of the GPRC website and document the persons / positions currently responsible for maintaining these areas.

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                    www.gprc.ab.ca
              Content – Community Relations
                    Function - IT
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About GPRC	Events
Multiple Editors	*Community Relations*
See Details Page	*(WebAdmin)*

Alumni	Library
Multiple Editors	*Library & Media Services*
See Details Page	*(Dreamweaver)*

Announcements	Media Relations
Community Relations	*Community Relations*
(WebAdmin)	*(Contribute / WebAdmin)*

Apply to GPRC	News
IT	*Community Relations*
(Advanced Features)	*(WebAdmin)*

Athletics	Online Payments
Multiple Editors	*IT*
See Details Page	*(Advanced Features)*

Button Advertisements	Programs
Community Relations	*Multiple Editors*
(WebAdmin)	*See Details Page*

Community Services	Website Map
Multiple Editors	*IT*
See Details Page	*(Advanced Features)*

Contact	Website Search
IT	*IT*
(Advanced Features)	*(Advanced Features)*

Campus Maps	Students
IT	*Mutliple Editors*
(Advanced Features)	*See Details Page*

Employees	Virtual Viewpoints
IT	*IT*
(Advanced Features)	*(Advanced Features)*

Students

Main Students Page
IT
(Advanced Features)

Academic Schedule
Community Relations
(WebAdmin)

Exam Schedule
Student Services
(Automated Process)

Admissions
Student Services
(Contribute)

Health Services
Student Services
(Contribute)

Awards
Student Services
(Automated Process)

Housing
Housing Department
(Contribute)

Apartment Listings
Housing Department
(Automated Process)

Convocation
Student Services
(Contribute)

Off-Campus Housing
Housing Department
(Automated Process)

Costs & Financial Aid
Student Services
(Contribute)

Courses & Timetable
Student Services
(Automated Process)

Intl. Credit Studies
Student Services
(Contribute)

Course Outlines
Student Services
(WebAdmin)

Online Inquiry
IT
(Advanced Features)

Student Orientation
Student Services
(Contribute)

Students Online
IT
(Advanced Features)

Transcripts
Student Services
(Contribute / WebAdmin)

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                          ┌─────────────────────┐
                          │     Programs        │
                          └─────────────────────┘
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                                    ▼
        ┌─────────────────────────┐
        │  Main Programs Page     │
        │          IT             │
        │   (Advanced Features)   │
        └─────────────────────────┘
                    │
                    │         ┌─────────────────────────┐
                    ├────────▶│   Program Listings      │
                    │         │          IT             │
                    │         │   (Advanced Features)   │
                    │         └─────────────────────────┘
                    │
                    │         ┌─────────────────────────┐
                    ├────────▶│   Academic Upgrading    │
                    │         │          IT             │
                    │         │   (Advanced Features)   │
                    │         └─────────────────────────┘
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                    │         ┌─────────────────────────┐      ┌─────────────────────────┐
                    ├────────▶│  Certificate & Diploma  │      │    Program Details      │
                    │         │          IT             │─────▶│    Student Services     │
                    │         │   (Advanced Features)   │      │       (WebAdmin)        │
                    │         └─────────────────────────┘      └─────────────────────────┘
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                    │         ┌─────────────────────────┐
                    ├────────▶│   Part-Time / Distance  │
                    │         │          IT             │
                    │         │   (Advanced Features)   │
                    │         └─────────────────────────┘
                    │
                    │         ┌─────────────────────────┐
                    ├────────▶│  Workforce Development  │
                    │         │   Workforce Dev. Dept.  │
                    │         │      (Contribute)       │
                    │         └─────────────────────────┘
                    │
                    │         ┌─────────────────────────┐
                    ├────────▶│ International Education │
                    │         │    Student Services     │
                    │         │      (Contribute)       │
                    │         └─────────────────────────┘
                    │
                    │         ┌─────────────────────────┐
                    └────────▶│   Official PDF Calendar │
                              │          IT             │
                              │   (Advanced Features)   │
                              └─────────────────────────┘
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Community

Community Homepage
Community Relations
(Contribute)

Education & Career Fair
Community Relations
(Contribute)

College Classic
Community Relations
(Contribute)

President's Ball
Community Relations
(Contribute)

Online Registration & Payments
IT
(Advanced Features)

Fit n' Firm Challenge
BFFL / PEAK
(Contribute)

Pipestone Crk. Project
Science / Pipestone Grp.
(Microsoft FrontPage)

International Education
Student Services
(Contribute)

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┌─────────────────────────┐
│        Alumni           │
└─────────────────────────┘
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┌─────────────────────────┐
│    Alumni Homepage      │
│          IT             │
│   (Advanced Features)   │
└─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │   Alumni Update Form    │
            │           │          IT             │
            │           │   (Advanced Features)   │
            │           └─────────────────────────┘
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            ├──────────►┌─────────────────────────┐
            │           │   Board of Directors    │
            │           │  Community Relations    │
            │           │      (Contribute)       │
            │           └─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │    College Classic      │
            │           │  Part of "Community"    │
            │           │    See Details Page     │
            │           └─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │  Contributors & Sponsors│
            │           │  Community Relations    │
            │           │      (Contribute)       │
            │           └─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │    Donating to GPRC     │
            │           │  Community Relations    │
            │           │      (Contribute)       │
            │           └─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │    Mission & Vision     │
            │           │  Community Relations    │
            │           │      (Contribute)       │
            │           └─────────────────────────┘
            │
            ├──────────►┌─────────────────────────┐
            │           │    President's Ball     │
            │           │  Part of "Community"    │
            │           │    See Details Page     │
            │           └─────────────────────────┘
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            └──────────►┌─────────────────────────┐
                        │    Wisdom Magazine      │
                        │          IT             │
                        │   (Advanced Features)   │
                        └─────────────────────────┘
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About GPRC

Main About Page
IT
(Advanced Features)

Administration
IT
(Advanced Features)

The Board Room
IT
(Advanced Features)

Documents & Info
President's Office
(WebAdmin)

History
Community Relations
(Contribute)

Mission & Mandate
Community Relations
(Contribute)

Organizational Charts
Human Resources
(PDF Document)

Plans & Reports
President's Office
(Contribute)

Policies & Procedures
President's Office
(PDF Documents)

Quick Facts
Community Relations
(Contribute)

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┌─────────────────────────┐
│      Departments        │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐                    ┌─────────────────────────┐
│   Department Listing     │                    │   Review & Feedback      │
│          IT              │                    │   Com. Relations / IT    │
│   (Advanced Features)    │                    └─────────────────────────┘
└─────────────────────────┘
            │
            ▼
     ┌──────────────────────┐
     │   Typical Dept. Page  │
     └──────────────────────┘


┌──────────────────────┐   ┌──────────────────────┐   ┌──────────────────────┐
│                      │   │  Approvals / Monitoring │ │       Updates         │
│  External Feedback   │   │  Dept. Chair / Div. Head│ │ Admin Assistant / Editor│
│ Students & Community │   └──────────────────────┘   │    (Contribute)       │
└──────────────────────┘                              └──────────────────────┘
                            ┌──────────────────────┐
                            │   Update Requests     │
                            │ Provided by Dept. Staff│
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