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## **Procedure for Establishing and Maintaining an FGCU Web Site**

Academic and Media Technology Services has responsibility for the establishment, maintenance, update, and compliance review for the FGCU Web site. Any materials to be published on this site must be reviewed by this office. Every attempt will be made to satisfy the department or individual's need, while complying with University policy and standards.

### **Submitting Materials for Inclusion to the FGCU Web Site**

1. Prior to creating any Website, page creators should read the FGCU WWW Resources Policy, the Design Standards for FGCU WWW Resources, and the Official FGCU Logo Policy, all of which may be accessed through <http://itech.fgcu.edu>.
2. Prior to making any materials publically available on any FGCU Web server, notify the Director of Web, e-Learning, and Publication Services, a division of Academic and Media Technology Services, that your web pages are ready for review.
3. The Department of Web, e-Learning, and Publication Services will review pages for consistency with the FGCU Web Policy, the WWW Resources Design Standards and the FGCU Official Logo Policy. If the pages are consistent with all of these, an FGCU WWW programmer/administrator will upload the pages to the appropriate server, and will notify their submitter that the materials are now active. In the case where the requestor has access to upload the pages them self, they may do so at this time.
4. If the pages are not consistent with FGCU WWW policy and procedures, the problems will be explained to the submitter and their activation will be postponed until changes have been made and resubmitted for review. Once the pages coincide with the applicable policies, the materials will be copied to an appropriate University server.

### **Maintaining Your FGCU Web site**

Update of web based information is the responsibility of the unit, office, college, department, or other that is the owner of the web information. The Department of Web, e-Learning, and Publication Services are administrators of a Web Content Management System (CMS) that simplifies web information maintenance. Contact the director of Web, e-Learning, and Publication Services for more information about the FGCU Web CMS or if you have any questions related to maintaining your web pages.

### **Continuous Web Review and Improvement**

The Department of Web, e-Learning, and Publication Services will be responsible for continuously reviewing the University web site for the purpose of continual maintenance and improvement. Through this process, if any materials are identified as inconsistent with University WWW policy or standards, the individual responsible for the materials will be asked to make specified adaptations by a mutually acceptable date. Pages not adapted will be removed from the FGCU web server until changes are complete.

There may be times when, for purposes of improvement, changes in the design standards or FGCU WWW policy may be warranted. If these changes suggest changes in existing Web materials, the parties responsible for their creation and maintenance may be required to adapt their pages.