

Madisonville Community College Web Site

This document contains information related to the purpose, operation, and maintenance of the Madisonville Community College Web Site.

Affirmation of Commitment

Madisonville Community College affirms its commitment to a functional, consistent, and up-to-date web site, in light of the following principles:

1. Technology has become essential to the mission of higher education generally and Madisonville Community College specifically.
2. The need for information dissemination in a timely and efficient manner is necessary to the proper operation of institutions of higher learning generally and Madisonville Community College specifically.
3. The nature of Madisonville Community College as a non-residential institution of higher learning inherently complicates the distribution of said information in printed form
4. The utilization of a web site for the timely and efficient dissemination of information has become near-ubiquitous for organizations generally and institutions of higher learning specifically.

Furthermore, in accordance with our purpose of making higher education available to all Kentucky residents, Madisonville Community College acknowledges the need to comply with section 508 of the Federal Rehabilitation Act of 1973 (Section 508, herein afterwards.)

Governing Body

Establishment and Purpose

To facilitate the fulfillment of this commitment, Madisonville Community College has established a Web Site Redesign Committee (the Committee) for the purpose of

- Evaluating, revising, updating, and reorganizing the current content of the Madisonville Community College web site
- Identifying and creating content that is important to the mission and / or operation of Madisonville Community College, but which does not currently exist
- Bringing the Madisonville Community College web site back into compliance with the standards of KCTCS and Section 508 of the Rehabilitation Act of 1973.
- Designing and imposing consistent formatting that balances the goals of utility and aesthetic value across all pages of the Madisonville Community College web site

- Implementing intuitive navigation to all parts of the Madisonville Community College web site
- Establishing guidelines for publication of new content to the Madisonville Community College web site that will ensure continued compliance with aforementioned standards and formatting guidelines
- Implement a plan for ensuring continued currency and accuracy of information presented on the Madisonville Community College web site

Membership

- The committee will initially be co-chaired by Chet Cunningham and Craig Dixon and further consist of Liz Hames, Valerie Wolfe, Aimee Bullock, and Tang Suppacheewa.
- No term limits are imposed on members of the Committee. Members may serve until they choose to resign their positions.
- New members may be added via nomination of a committee chair.
- In the event of a vacancy of a committee chair, a new committee chair may be elected by the membership of the Committee.

Authority

The decisions of the Web Site Redesign Committee of Madisonville Community College will come in the form of recommendations to the senior administration of Madisonville Community College and do not have the force of policy until approved by said administration.

Guidelines for Publication

In order to maintain standards compliance and formatting conformance across all pages of the Madisonville Community College web site, following guidelines apply for pages that are to be part of the site. Rules 1, 10, and 11 apply to all pages on the Madisonville Community College server; the remaining rules are not mandatory for faculty and staff personal pages, but are still recommended.

Conformity to Standards

1. All pages **must** adhere to the standards set forth by KCTCS (<http://kctcs.edu/newspublications/stylebook/sbweb.htm>), Section 508 (<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>) and Priority 1 and Priority 2 standards of the Web Content Accessibility Guidelines (<http://www.w3.org/TR/WAI-WEBCONTENT/>).
2. All pages **should** contain the proper seals signifying conformance to published grammars (HTML and CSS) and accessibility guidelines where appropriate.

3. All images **must** exist in JPEG, GIF, or Portable Network Graphics (PNG) format.
4. All pages **should** conform to the standard look-and-feel of the overall Madisonville Community College web site. This look-and-feel is to be approved by the Web Site Redesign Committee. Significant changes to the look-and-feel will be approved by the Committee.
5. Faculty members who create their own pages are asked to code their own HTML or use an editor other than Microsoft FrontPage (Macromedia Dreamweaver is preferred.)

Updates and Maintenance

6. All pages **must** have an associated information liaison that is responsible for reviewing the content of the page for accuracy and currency no less than every three (3) months, and reporting the necessary changes to an appropriate entity so that the page can be updated.
7. In the event that the information liaison for a page leaves Madisonville Community College, a new information liaison **should** be associated with the page within one (1) month. If a new information liaison is not associated with the page within one month, the page and any links to the page **may** be removed from the web site.
8. In the event that the date of last update of any page is more than six (6) months old, the page and any links to the page **may** be subject to removal from the web site.

Content Guidelines

9. All pages **must** contain a notice of copyright, date of last update, email link for the webmaster, logo of KCTCS, and statement of membership in KCTCS.
10. Any hyperlink that links to a site that is not affiliated with KCTCS **should** be denoted as an “off-site link.”
11. Dissemination of the personal information of any person less than eighteen (18) years of age on the Madisonville Community College web site shall be forbidden. The content of any page of the Madisonville Community College web site shall not associate the name of a minor with a picture of the minor, shall not associate the name of a minor with the minor’s school, and shall not associate the name or picture of a minor with the minor’s home address, phone number, email address, parents’ names, or any other personally identifying information.
12. The request of any person more than eighteen (18) years of age not to have his or her picture, name, or personal information disseminated on the Madisonville Community College web site shall be honored. Such request shall be made in writing to the Director of Information Technology.
13. All photo galleries must be part of the official Public Relations gallery posted on the web site. Links may be created from unit sites to this gallery. A photo gallery is defined as any page that contains more than 5 photographs.

14. All non-academic unit home pages should include:

- A mission statement for the unit
- The most recent annual plan and performance indicators for the unit
- A staff listing for the unit. Each staff member's listing should include
 - Name
 - Job title
 - Office location (when applicable)
 - Phone number (when applicable)
 - Email address
 - Photo (unless withheld for privacy reasons)

15. The Office of Academic Affairs page should include:

- A mission statement
- A staff listing
- A list of academic programs

16. Each academic division page should include

- The annual plans and performance indicators for all programs in the division
- A list of academic programs in the division (when applicable), with links to each program's home page
- A faculty listing, grouped by program. Each listing should include
 - Name
 - Job title
 - Office location
 - Phone number
 - Email address
 - Photo (unless withheld for privacy reasons)
 - Link to personal home page (when applicable)
- A link to the Office of Academic Affairs

17. Each academic program page should include

- A link back to the academic division under which the program exists
- A link back to the faculty listing in the program (on the division page)
- A program description (what is studied and how is it studied)
- A list of credentials available in the program, with the approximate number of credit hours necessary to complete each and a link to the appropriate curriculum guide (if one exists)
- A brief discussion of the possible employment opportunities for those who complete the program
- The admission requirements for both the college and the program
- The length of the program (for a full-time student)
- The courses needed for the highest credential in the program (preferably, for all credentials in the program)

- *The intent of the program page should be that the student can print the page and use it as a guide for completing the program without extraneous information.*

18. The Committee recommends that faculty personal pages include the following in some form:

- The name, office number, phone number, email address, and office hours of the faculty member
- A weekly schedule for the faculty member that shows class times, office hours, and other weekly occurrences
- A link to a page for each class taught by the faculty member

19. The committee recommends that course web sites include the following:

- A link to the syllabus in HTML, PDF, or both Word and Rich Text Format
- A tentative schedule of events and assignments (including due dates) for the course
- Class materials including assignment sheets, PowerPoint presentations (with link to the free PowerPoint viewer), and links to any other web sites relevant to the course
- A link back to the faculty member's page, and possibly the program, division, and Office of Academic Affairs pages

Assistance

20. Assistance in creating and maintaining a faculty and / or course site is available **by appointment**. For information, contact Craig Dixon [824-1716, craig.dixon@kctcs.edu].