Governors State University

Web-Based Publications
Interim Policy

I. Purpose
The purpose of this policy is to assure that Governors State University's (GSU) web-based publications reflects the university's mission and strategic plan by providing individuals and groups, including those with disabilities, access to diverse learning environments, new technologies, research, and outreach activities.

The Web-based publications may:
- articulate and transmit GSU's identity, values, and contributions within the university community and to its publics;
- enhance and support recruitment of new students, faculty and staff;
- serve as a source of information and means of communication for the broader university community;
- serve as a community-building tool; and
- support academic initiatives and administrative operations.

II. References
A. Governors State University Policies
B. Governors State University Website Standards
C. Public Affairs style manual
D. Americans with Disabilities Act
E. Section 504 of the Rehabilitation Act of 1973
F. World Wide Web Consortium (W3C) Standards
G. Illinois Web Accessibility Standards (IWAS)

III. Definitions
A. Official University Web-based publications are to be consistent with the university policies, procedures and practices.
B. Course Web-based publications are materials posted to support individual courses and must be consistent with university policies, procedures, practices, and styles. In keeping with academic freedom, views and attitudes expressed are not a reflection of the university's views and attitudes.
C. Non-university supported Web-based publications may reside on the university servers but are not governed by the university policies and procedures. They must, however, comply with all federal, state, and local laws. If there is a link from an official university publication to a non-university supported publication, there must be a transition page with notification of leaving the GSU site.

IV. Authority and Provenance of Information on University Servers
A. All web-based publications are to be produced, published, and maintained under the authority of the individual or unit responsible for the information (e.g., the Registrar is responsible for the Schedule of Classes, the University Curriculum Coordinator is responsible for program transfer articulations from community colleges, etc.). Other

university web-based content developers must refer and/or link to these authoritative sources of information rather than create their own duplicate versions of the content. Where it may be deemed more efficient or effective to summarize another unit's published content, a link to the location of the original publication is to be provided as a reference for the site user.

B. Each unit is responsible for ensuring that the information in its official Web-based content, including links to outside resources, is correct, current, and appropriate to the goals and purposes of the unit and of Governors State University. Units are expected to maintain files and update, remove, or correct materials as necessary. Content that is judged by the Web Oversight Committee as having not been properly displayed or maintained within the spirit of this policy may be removed from the university servers following consultation, when possible, with the unit.

C. Content contributors use software products identified as acceptable by the Web Oversight Committee.

D. All web content will be accessible by individuals with disabilities. The Web-based publications will satisfy minimal accessibility standards as defined by the World Wide Web Consortium (W3C), www.w3.org and by Illinois Web Accessibility Standards (IWAS), www.illinois.gov/iwas/resources in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act or any organization in that role.

E. Information Technology Services maintains well-documented systems for authorizing and tracking responsibility for and maintaining security of Web-based publications.

V. Organizational Structure

The operational roles related to the Governors State University web-based publications are defined and distributed as follows:

A. Administrative and Strategic Roles
1. The President, through the Web Oversight Committee, makes institution-wide policy decisions concerning the GSU web-based publications.
2. In alignment with institutional decisions, unit heads (i.e., vice presidents, deans, and directors) or designees make decisions regarding unit Web-based publications and the job responsibilities of the content contributors in their units.

B. Planning and Implementation Roles
1. The Office of Public Affairs provides leadership related to the university brand, including message and style, display of content, and graphical design. (Reference Policy 49 for additional information)
2. Information Technology Services provides leadership on matters of technology, including the training and support of content contributors and the implementation of hardware and software solutions to support the web based publications.

C. Content Development and Maintenance Roles
1. Units that wish to publish content within the university's web-based publications shall identify staff to serve as content contributors.
2. Each college/division/department or unit is responsible for maintaining accessibility for their web content.
3. Each college/division/department or unit is responsible for notification to the user when there is a transition to content that is not an official university web-based publication.

VI. Quality of Web-Based Publications

The university has a clear interest in presenting a high quality web-based publication to the public. Quality includes writing in a rhetorical style similar to and harmonized with those found in other official university publications such as catalogs, viewbooks, press releases, etc. Web-based content, including graphics and images, is presented in accordance with "Governors State University Website Standards" (http://gsunet/uploadedFiles/ITS/Ektron_(Web_development)/GSU_Standards.pdf) and other standards employed by the Office of Public Affairs.

VII. Compliance Standards
   A. The university web-based publications comply with all applicable federal, state, and local laws, including copyright law.
   B. The university web based publications comply with all university policies.
   C. The university's web-based publications are consistent with the Governors State University Strategic Plan and support the university's mission.
   D. The principles of intellectual and academic freedom apply to personal web content hosted on the university's servers.

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