

Subject: Web site  
Number: 221  
Issued by: Vice Chancellor for Advancement  
Date: September 15, 2003

Departments, organizations or individuals wishing to develop Web pages should adhere to the guidelines in University Policy ACAF 7.04. Institutionally sponsored home pages should have the name "University of South Carolina Beaufort" prominently displayed. Completed Web pages should be submitted to the Office of Advancement for review and inclusion on the USC Beaufort Web site by the Webmaster. The following procedures are in addition to University-wide policy.

USCB's Web site has three distinct levels with different styles of content management:

HOME PAGE: The USCB home page at [www.sc.edu/beaufort](http://www.sc.edu/beaufort) is a portal to all information on the USC Beaufort Web site. Content on this page will be determined by the following rules:

- a. Information of pressing and immediate concern to students, faculty or staff may be posted.
- b. Information about the latest University news, as determined by the Webmaster may be posted.
- c. Links to new or underused content may be posted.
- d. Information as determined by the Chancellor's Cabinet will be posted.
- e. The Vice Chancellor for Advancement may approve any information not included in this list for inclusion on the home page.

TOP-LEVEL SITES: The top-level sites (Current Students, Faculty & Staff, Academics, Etc.) are maintained by the Webmaster with input from corresponding departments.

- a. To have information posted to the top-level sites, contact the Webmaster,
- b. The Webmaster will decide what information is appropriate based on the following criteria, Conflicts should be addressed to the Vice Chancellor for Advancement:
  - i. is the information appropriate for inclusion on the Web?
  - ii. Should the information be placed elsewhere on the site?
  - iii. Is the information misleading, confusing or poorly written?
  - iv. Is the information in keeping with the mission of the University?
  - v. Is the information within the scope of the mission of the Web site?

DEPARTMENTAL WEB SITES: Departmental Web sites are managed by designees chosen by their Vice Chancellor.

- a. Only a designee has authority to make changes to Web sites under his or her control.
- b. Responsibility for accuracy of information is that of the designee
- c. Designees must have all Web pages approved for language and style by the

Director of Public Information.

d. The Webmaster reserves the right to limit the scope and breadth of a department's Web site based on available resources devoted to the Web site,

All Information must be reviewed periodically for accuracy and relevancy or it will be removed from the Web site.

a. The Webmaster determines how frequently information must be reviewed in collaboration with individual Web site designees.

b. Web site designees are responsible for keeping track of when their pages are due for updates and to make changes as necessary.

c. Before information is removed, the Webmaster will give the page owner at least one week's notice to correct the problem.

The Computer Services Division is responsible for providing Web-design software (usually Microsoft FrontPage) to Web designees and for training designees how to use the software.

Faculty may host Web pages with their curriculum vitas and current University-related research and projects, as well as other information as requested and approved. Most classroom-related information is maintained on Blackboard, over which the Office of Advancement has no authority.

Students may not have University-sponsored Web space.

Student, faculty and staff organizations may have University-sponsored Web space

a. The name of the University must be prominently displayed

b. The page must include the name of the person responsible for the page content

c. The following disclaimer must be prominently displayed: 'The views and opinions expressed on this page are strictly those of the page author and organization. This Information does not constitute the opinion the University of South Carolina Beaufort,

d. Student organization home pages will be linked from the Student Activities page.

e. Pages must be submitted to the Webmaster, who will decide what information is appropriate based on the following criteria, Conflicts should be addressed to the Vice Chancellor for Advancement:

i. Is the information appropriate for Inclusion on the Web?

ii. Should the information be placed elsewhere on the site?

iii. Is the Information misleading, confusing or poorly written?

iv. Is the information in keeping with the mission of the University?

v. Is the information within the scope of the mission of the Web site?