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COLLEGE WEBSITE

Purpose/Mission
The purpose of the Glendale Community College (GCC) web presence is to enhance access to and accessibility of information about the college's mission, academic, career and technical education programs, course offerings, specially funded programs, and student services. The college is committed to monitoring its Web pages to ensure consistency and compliance with the legal requirements regarding Fair Use and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations as set forth in Part 4 of Title 3 of the Federal Code of Regulations. All GCC web pages shall promote the image of integrity, professionalism and quality to which the college adheres. The primary site and departmental sites within the primary site will have a consistent design to promote ease of navigation and a user-friendly environment.

Governance
With the goal of projecting an image of GCC as a leader in higher education, the Web Oversight Committee reviews the current and future state of GCC's web presence and makes recommendations for plans, policies and procedures to the Campus Executive Committee for use and implementation of the college's website.

Home Page
The college home page is the official portal to the GCC website. The Web Oversight Committee makes recommendations on the design of the home page, which includes, but is not limited to, the look and feel of the page, as well as the placement of links and information on the home page. The Public Information Coordinator oversees the content of the GCC home page and, in collaboration with the Web Coordinator, makes or recommends the appropriate content changes on the home page.

The college Web Coordinator is a staff member responsible for designing, developing, and/or maintaining the GCC website. The Web Coordinator oversees implementation of web policy and is the college web architect, coordinating college web publishing.

Types of Sites
All sites and Web pages must adhere to the policies set forth in the copyright, Web accessibility, as well as to the commercial use sections referenced in these policies.

GCC provides web space and web authoring tools for all members of the college community, as well as for student clubs and organizations. See the Campus Computer Coordinating Committee (4Cs) guidelines on IT Standards and Purchasing Guidelines. The college encourages creative and responsible expression on the web. Websites are

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categorized as follows:

1. Course Websites
2. Department Websites
3. Faculty Websites (Non-instructional)
4. Student Clubs/Organizations Websites
5. Non-conforming Websites

In all cases above, the sites shall be subject to the policies stated herein.

Course Websites
A course website supports one or more courses at the college.

Students may use a course website to enhance their learning efforts, to communicate with instructors and to explore the Internet, as may be needed to participate in the college's academic, career and technical programs. Guidelines on the development and maintenance of course websites are provided below.

1. The faculty member will not load and display grades identifiable to an individual, or any confidential information on a course website that does not authenticate the student or on a server not owned and managed by the college.

2. The faculty member will not load and display student work without student consent.

3. The faculty member will monitor the students' use of the website to ensure that they are following standard guidelines for system usage and communications.

4. The faculty member works in cooperation with Information and Technology Services and or Instructional Technology to ensure that the site does not negatively affect the overall security and performance of the college network.

5. The faculty member will ensure that large files are stored on available storage options provided by IT and accessed via the course management system or faculty website.

6. The faculty member is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d)

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Department Websites
All academic and administrative departments are to maintain a web presence. The division chair assigns (a) staff or faculty member (s) to be responsible for maintaining and updating the department website. All departments must conform to the official GCC website design, with the exception of those sites approved under the non-conforming site section. All academic and administrative department webpages are created and maintained by the college's supported standard web tool or system.

The departmental home page is the opening or main entrance to a department/office website and the department website is a collection of web pages including the home page. These pages must conform to the official college website design.

Faculty Websites
Faculty websites are developed and maintained by individuals within the college community for purposes of self-expression, communication and information related to their work at the college. These sites do not have to conform to the official GCC website design.

The contents of faculty websites are the sole responsibility of the individual.

Student Clubs/Organizations
Official student clubs/organizations are permitted to create websites to provide information about their programs, services, and events. The Student Affairs Department oversees current and new Student Clubs/Organizations website presence.

Non-Conforming Websites
The Web Oversight Committee has the responsibility of reviewing and approving requests for a non-conforming website. Examples of non-conforming websites include third-party web applications such as: Learning Management Systems, Resource 25, PeopleSoft and Oracle. Non-conforming sites deliver essential functionality and features which the college's standard web editing tool or system does not offer.

Non-conforming websites will receive approval on a case-by-case basis with the understanding that the requestor will do its best to integrate the website back into the current system when/if the functionality becomes available.

These sites are not subject to GCC design requirement but should follow this policy whenever possible. These applications will be pointed to as external pages.

In the event that a department is approved to create a truly unique website without using the official, approved template(s), the department will take full responsibility for its

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creation, accessibility to persons with disabilities, and maintenance. However, certain critical elements must be present, including but not limited to the following:

1. Web pages must contain a link to return to the main GCC home page.

2. Web pages must remain updated and current.

3. To ensure the most up-to-date information, web pages that provide users with information on course offerings or descriptions should provide links to the online schedule and catalog information, rather than duplicating it.

4. Materials on the websites must comply with the"Distance Education: Access Guidelines for Student with Disabilities," provided by the State Chancellor's Office.

5. A method for reporting accessibility issues will be established as part of the website design.

User Access and Privileges
- Members of the GCC community who wish to develop and publish a website are responsible for maintaining the integrity of the site and must conform to the web publishing guidelines and policy.

- Departments interested in developing and publishing a Website will designate a faculty or staff member who will hold primary responsibility for the department's page. Departments are responsible for providing the Web Coordinator with an end date for user access and privileges and for notifying the Web Coordinator of the end date.

- GCC students, faculty and staff members who are assigned the responsibility of creating web pages or website for a department or office must first be authorized by their department head or supervisor. These individuals will play the role of w eb publisher/editor and must read and agree to the terms and conditions contained within the GCC Administrative Regulation 3720 Using Information Technology Resources at Glendale Community College.

- All content must adhere to all applicable copyright laws and accessibility guidelines. This applies to the following websites:

    1. Course Websites
    2. Department Websites

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3. Faculty Websites (Non-instructional)
4. Student Clubs/Organizations
5. Non-conforming Websites

Content
GCC intends to provide accurate, timely, and unbiased information. However, the college cannot guarantee the currency, accuracy, or quality of information stored on its systems. Furthermore, the college cannot accept responsibility for the information listed on or archived in other systems to which links from the college systems may point. Such links are provided as a convenience, and do not imply endorsement by the college.

GCC reserves the right to reject or remove from any GCC web server materials that are outdated, erroneous or misleading, illegal, unethical, or detrimental to the mission and operations of the college.
Comments, suggestions, and corrections regarding information on the site are welcome. Please email webmaster@glendale.edu and include the full web address (URL) of the page(s) you reference.

Web Accessibility
GCC is committed to web accessibility for persons with disabilities, as evidenced by Board Policy 5140 Academic Accommodations for Students with Disabilities. All GCC web pages will adhere to the standards mandated by Section 508 of the Rehabilitation Act of 1973 and will follow the guidelines of the World Wide Web Consortium.

When an accessibility issue is reported, corrective actions will be taken in a timely manner.

Copyright
All content must adhere to all applicable copyright laws. Web publishers/editors must read and understand applicable GCC policies related to copyright. (BP 3750)

With appropriate notice, individual college employees and students may retain copyright of their creative work, which would be considered that individual's intellectual property.

The copyright of any other content, including commissioned work, residing on the GCC servers and infrastructure belong to the college.

In cases where a GCC web page contains references to, or incorporates material of any kind remote from GCC and copyrighted by others not related to GCC, the following procedures must be observed:

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1. Permission to use the material must be obtained in writing from the copyright source and filed with the Director of Communications & Community Relations. This requirement for permission does not apply to information linked to another site.
2. A copyright notice must be included in any location on a GCC website where this material is displayed. The issue of copyright may be affected by collective bargaining agreement, and this document does not intend to replace the intellectual property rights provisions in the agreement between the District and the AFT (American Federation of Teachers).

Commercial-use of Website
Unless approved by the Web Oversight Committee, the advertising or direct sale of goods and services is prohibited on the college website. The commercial-use term shall be approved on a case-by-case basis.

The GCC website is maintained as an information source and as a communication medium exclusive to GCC students, faculty and staff. It does not provide a commercial presence; it does not solicit any product or service of a commercial nature, or the services of individuals or any other for-profit or for-marketing entity. Advertising for non-college ventures is not permitted.

Web publishers/editors must read and understand all applicable GCC policies related to Commercial Use. (AR 3720)

Review of Website Contents
Academic and administrative departments that have a website on the college server will maintain it by periodically inspecting the sites and pages to ensure that the information is up-to-date, accurate, and compliant with ADA recommendations and the GCC website policy. Faculty will maintain their individual web pages. Faculty and department heads needing assistance in maintaining or updating their web pages may contact the Web Coordinator.

All college websites/web pages are subject to review by the Web Oversight Committee. If changes are required, a report will be made to the department chair or manager upon completion of the review. Those departments with web pages that do not adhere to the guidelines and policies will be given a set deadline to make the changes. If left uncorrected past the deadline, the site/pages and links to pages will be removed.

Faculty websites will be removed by the Web Coordinator when notified by the division chair.

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Should the responsible parties wish to appeal a correction notice or removal of site contents, they may submit such an appeal in writing to the Web Oversight Committee Chair for referral to the Web Oversight Committee. The committee will review the pertinent facts and return a decision, which may include instructions for modification of the site. Such review and instructions will occur in a timely manner. Should the responsible parties wish to appeal the decision and/or directions of the Web Oversight Committee, they may submit an appeal in writing to the college Superintendent/President who has final authority.

Disclaimer
GCC makes reasonable effort to ensure that the content of servers provided by the college is used in the best interests of the college and its programs, and is not intentionally offensive to the average user. However, GCC accepts no responsibility for the use of the Internet by individuals for any purpose that can be construed as abusive, profane, harassing, or sexually offensive to the average person. Any infringement of copyright laws and any posting of obscene, harassing, or threatening materials on the GCC website are prohibited, and may subject the author to investigation of local, state, national, and international laws and litigation, and to district disciplinary action, up to and including expulsion (student) or termination (employee).

The following disclaimer must appear on all unofficial web pages:

"The views and opinions expressed in these pages are strictly those of [the page author]. The content of these pages has not been reviewed or approved by Glendale Community College."

Faculty and Student Clubs/Organizations websites are examples of unofficial web pages.

Privacy

Information provided to GCC
GCC respects the privacy of every individual who visits our website, requests information, or responds to our promotions. GCC will not collect any personally identifiable information, such as names, addresses, telephone numbers, or email addresses unless provided by users voluntarily. GCC collects provided information for the following purposes, unless otherwise stated:

- The college will use it to contact individuals and respond to requests for information.

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- The college may store and process the information to better understand individuals' needs and to ascertain how the college can improve its website and services.
- The college will not give or sell individual information to an outside company for use in marketing or solicitation.
- The college will maintain the confidentiality of personal information.

Information collected automatically
In addition to the information provided to GCC when users request information, the college may automatically collect information about users that is not personally identifiable. Examples of this type of information include:

- The computer's Internet browser, operating system, and IP address.
- The navigation path, including the domain name of the website that linked to the GCC site and which site pages were visited.
- When viewing a GCC website, cookies may be stored on the user's computer.
- However, these cookies will not be used to collect personal information about the user. Questions regarding this privacy policy should be emailed to webmaster@glendale.edu.

Social Media
GCC maintains an official social media presence. The office of [Communications & Community Relations](#) oversees the official GCC social media presence and provides social media guidelines.

References:

- [Digital Millennium Copyright Act at Glendale Community College](#)
- [AR 3720 Using Information Technology Resources at Glendale Community College](#)
- [GCC Security Policy](#)
- GCC Intellectual Property Policy

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