

Policies and Procedures

For the Development and Maintenance of Our Departmental Website

<http://languages.louisiana.edu/>

WEB COMMITTEE 2005-2006

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PERSONAL WEBSITES

All faculty and students have space on the University server for their own personal website. This is the place to post research, course materials, and other information about your professional background and activities.

Personal website addresses are <http://www.ucs.louisiana.edu/~CLID/>. If your CLID is bja8149, for example, your website is <http://www.ucs.louisiana.edu/~bj8149/>. Information on how to post materials can be found at <http://helpdesk.louisiana.edu/Guides/Web/>.

Your web liaison can give you additional information on design, user friendly web editors, copyright issues, and other relevant topics. A departmental web template with more detailed instructions is on the "Resources for Faculty" page of our website. Go to <http://languages.louisiana.edu>, click on "Faculty" and then on "Departmental Policies and Procedures." The direct address is <http://languages.louisiana.edu/factemp.html>.

It is important that personal websites be regularly updated (at the very least, every two years). Responsibility for such updating lies with the individual faculty member.

LISTING STUDENTS ON DEPARTMENTAL WEBSITES

The Family Educational Rights and Privacy Act (FERPA), with which by Federal law and University policy all units must remain in compliance, requires that we ask students for written permission to post their names on departmental websites. For this purpose, an interactive form is available at <http://languages.louisiana.edu/form2.html>. A printer-friendly version is available at <http://languages.louisiana.edu/StudentRelease.pdf>.

Further information on FERPA and the UL Lafayette websites is available from the University Webmaster, Duke Hillard. The text of FERPA is available at <http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

REQUESTING CHANGES TO DEPARTMENTAL WEB PAGES

1. Minor changes (e.g. adding a link, updating contact information) can normally be made the same week they are requested. Simply supply the new text to the web liaison or the student worker on paper or via e-mail.

1.1. For purposes of updating faculty listings and contact information, an interactive form is available at <http://languages.louisiana.edu/form3.html>. A form in .pdf (print, fill out, and leave in the mailbox of Carmen Orozco, the student worker designated for web updates) is available at <http://languages.louisiana.edu/Facultyweb.pdf>. Both are linked to

the "Policies and Procedures" page of the Faculty section of the MODL website at <http://languages.louisiana.edu>.

2. For major changes (e.g. posting a long document such as a list of scholarship opportunities or course descriptions), send the web committee a completely proofread text in a standard word processor such as MS Word, Open Office, TextEdit, or WordPad. Do not save as a web page or add other separate formatting: .doc or .rtf is what we need. Pictures (in .jpg) should not be pasted into the document, but should be sent as separate files.
3. For a more complete reorganization of information (e.g. reworking the pages that describe the Ph.D. program and application processes): *First*, work on content development with the faculty involved in the program. *Second*, meet with the web committee to discuss information architecture. *Third*, prepare and proof your documents. *Fourth*, give them to the web liaison and/or the student worker for coding and posting.

ROLE OF THE WEB COMMITTEE

The web committee meets twice a semester, once at the beginning and once towards the end. The web committee coordinates the deployment of developed content, and it makes decisions on issues of design and information architecture including usability and accessibility. The committee *does not* assume responsibility for content development. This is the responsibility of the faculty in each of the relevant administrative units or language subgroups.

All members of the web committee should be familiar with our website, and with the University policy documents listed under "For Further Information," below.

ROLE OF THE FACULTY AT LARGE

Web content should be developed by appropriate faculty committees working in the relevant areas. For example, content for the LRC should be developed by the LRC personnel and the faculty members who teach in the LRC. Content for the web pages of each language program should be developed by faculty in that language. While content for the common MODL pages may be more properly the responsibility of the web committee, it would be beneficial if other faculty members contributed to the oversight and development of content for these pages.

Your web liaison can give you additional information on content development and planning. You may also wish to consult the Yale Web Style Guide, available for free in full text at <http://www.webstyleguide.com/>. Some things to keep in mind are that:

- the primary purpose of academic websites is to deliver current, usable information;
- as with any publication, web content should be developed with the audience in mind;
- as with any joint writing project, it is practical to *first* be clear about scope and objectives, and *then* make decisions about presentation and format;
- only post content you are willing to update and maintain. For instance, do not embed in your site a page with information about current courses if you do not foresee updating it each semester.

ROLE OF THE WEB LIAISON

The web liaison posts material developed by the faculty. The duties of the position are technical. Issues such as information architecture, copyright, tag conventions, cross-

platform compatibility, and the like are all responsibilities of the web liaison. Content development and the typing and proofreading of text are responsibilities of the faculty.

ROLE OF THE STUDENT WORKER

The student worker aids in the creation, testing, and maintenance of all web pages hosted at <http://langages.louisiana.edu> and <http://las.louisiana.edu>. They also undertake technical tasks such as encoding of the departmental video collections and cataloguing of the media libraries, design, creation, and production of brochures and posters, training of faculty and graduate students in the use of departmental equipment, Web design and editing, video encoding and editing, and other commensurate duties as specified by their supervisor, including media checkout.

The student worker does *not* develop web content, fix computer problems, type, proofread, photocopy, or otherwise do your job for you!

FOR FURTHER INFORMATION

University Web policy can be found at <http://www.louisiana.edu/Web/Policy/>.

The Web policy document contains further links to:

- University computing and network policy
(http://www.louisiana.edu/InfoTech/Policies/comp_net.shtml)
- Copyright policy and guidelines
(<http://www.louisiana.edu/InfoTech/MediaPrintSvcs/Copyright/>)
- Guidelines for selecting web liaisons
(<http://www.louisiana.edu/Web/Policy/liaisons.shtml>)
- Guidelines for image utilization
(http://www.louisiana.edu/Web/Policy/image_use.shtml),

Additional details on University Web policy can be found in the web materials packet, at (http://www.louisiana.edu/Web/Policy/Web_Materials_Packet.pdf).