Policy 2.12

Section: Administration
Subject: Outreach World Wide Web Home Page
Effective: May 2011
Revision:
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Policy

1. The Marketing and Communication (M&C) office is responsible for:
   a. designing and developing the Outreach website, and working with departments to develop the implementation of their information on the Outreach website;
   b. implementing the Outreach website into the campus-wide content management system (CMS), located on servers within the ou.edu domain affiliated with the Norman Campus;
   c. adhering to OU’s Web Guidelines and Web Accessibility Policy; and
   d. maintaining the Outreach website.

2. The Outreach Information Technology Office is responsible for:
   a. maintaining the Outreach web server hosting unique websites not implemented into the CMS and
   b. reviewing websites to ensure ADA compliance standards are met.

Procedure

Program directors wishing to include information about their programs on the Outreach website or to create their own customized website and/or pages should follow these steps:

1. Program directors will work with the M&C office to develop and design a department’s website and/or pages. M&C will implement printed material in HTML code necessary for hosting in the OU CMS and/or Outreach web server.
2. M&C must review and approve the content and format of all web pages (including those they did not create) that will reside on the CCE web server or in the OU CMS.
3. Once the web pages have been designed and approved by M&C, the M&C web developer will install properly coded website and/or pages on the web server or in the OU CMS and create any necessary links to other web pages.

There is no charge for this service.