

**All Staff Council Executive Board Minutes
February 15, 2006**

The Executive board of the All Staff Council met Wednesday, February 15, 2006 in Levitt Hall.

Chair Suzanne Brown called the meeting to order at 1:35 p.m.

Members present: Suzanne Brown, Angela Embree, Bill Jensen, Karen Pomeroy, Mary Reilly-Hoefling, Brad Toussant, Patti Verlengia [Quorum = 5]

Members absent: Margaret Cockrean, Karen, Dolph Pulliam

Staff members and guests present: Paul Morris, Chief Information Officer, and Brooke Benschoter, Director of Marketing and Communications

Paul and Brooke presented information on the Drake Web Site Policies and Procedures, version 2.5, outlining the requirements for implementing the Content Management System in March 2006 (attached below). This will provide Drake a more consistent and secure web presence.

Known concerns: Roll over to the new web site will begin March 20, 2006 (beginning of spring break). Not all business and academic units will roll on that date, which may cause some links to “break.” Site content managers for each department will identify and fix these broken links. Also, the Macintosh web client is not scheduled to be available until summer 2006.

The All Staff Council website is currently hosted by DTC, and arrangements will need to be made to have the website moved to fall under Human Resources. Brad will work with Gary Johnson to convert these pages.

Report from Human Resources – none

Report from Subcommittee – Communications

Brad Toussaint reported the ASC website continues to be updated with event photos. ASC members are encouraged to contact Mary to verify their contact information and pictures can be posted to the ASC web. New employee profiles are now updated to the web as well. We will wait until after spring 2006 elections to update committee members to “On Campus”.

All subcommittees are encouraged to submit their minutes by e-mail to Brad for posting to the ASC website. Brad prefers to have the document submitted as a PDF file. Committee minutes will be referenced as part of the University’s accreditation review (Criterion V).

Report from Subcommittee – Governance

Karen and Angela presented information on the implementation of online balloting for spring 2006 elections. ASC members will receive an e-mail from Karen this week to test the balloting system. Please complete the test and provide feedback to Angela by February 23. The nomination form will open up to full- and part-time non-bargaining

staff on March 1, and the voting ballot will be available on April 1. Access to voting will be through MYDUSIS. Any non-bargaining staff without a Drake e-mail address will receive a hard copy of the directions. All directions will include information on accessing MYDUSIS in Olmsted, Cowles Library or the Point for those who do not have computers in their work areas.

Report from Subcommittee – Recognition

Bill reported that True Blue awards will be presented on Thursday, February 16. All nominees and their nominators will receive recognition by mail. A list of all current and previous individual and departmental True Blue winners will be added to the ASC web site.

Report from Subcommittee – Special Events/Community Service

Patti reported plans are well underway for the St. Patty's Day party, scheduled for March 16, 3 -5 p.m. at Pomerantz Stage in Olmsted. There will be many great prizes, including prizes for all karaoke singers. Flyers will be mailed out soon, and information will also be posted to ASC web site.

Ad Hoc Committee: The Point (Brad Toussaint & Margaret Corkrean)

Brad reported there are no updates for this committee.

Ad Hoc Committee: All University Task Force (Brad Toussaint & Theresa Graziano)

Brad reported this task force reviewing the history of the faculty, staff and student governance committees; pros and cons of the separate committees and the needs of these groups. The committee meets again on Friday, February 18 and is voting in two additional staff members at that time. The task force is scheduled to meet every other week, and Brad will provide regular updates to ASC Executive board members on their progress.

Unfinished Business: None

New business:

Suzanne reported the university Grapevine is still available, but no postings have been made recently. After the rollover to the new content management system, notification will be sent to all staff on the new web link and access information.

Suzanne Brown adjourned the meeting at 2:50 p.m.

The next meeting is scheduled for March 15, 2006, at 1:30 p.m. in Levitt Hall.

Respectfully submitted,
Mary Reilly-Hoefling, Chair-elect

**Drake Web Site
Policies and Procedures
Version 2.5**

1/15/2006

a. Introduction

This document describes policies and procedures for the Drake web site. The objectives of these policies and procedures include:

- a. Provide accurate and timely information about Drake which is easily accessible to the Drake community and its external constituencies.
- b. Maximize the effectiveness of the official Drake site as a tool for recruitment and retention of students, faculty, staff and alumni.
- c. Enable the web to be used for the teaching, learning, research and service missions of Drake.
- d. Provide opportunities for creative use of the Web by Drake faculty, students and staff, while maintaining a consistent look-and-feel.

b. Classes of information on the Drake site

Web pages on the Drake.edu site fall into one of two categories: those that contain official information, and those that do not.

Official information is information which commits the University to offering specific courses, programs, majors, etc. or any other service (e.g. the libraries, Alumni and Parent Programs, Athletics, etc.), facility or activity. Academic information created by faculty for teaching and research purposes is also official information¹, though faculty may also wish to create personal non-official pages.

All other information, such as student organization pages, personal pages, etc. is “**non-official**”, and appears on non-official pages.

c. Characteristics of official information and pages

- A. The following apply to **all official** pages:
 - a. These pages are owned by Drake¹ (even if they are produced and hosted by an outside vendor).
 - b. The content on all pages must conform to Drake’s Acceptable Computer Use policies for [faculty and staff](#) and [students](#).
 - c. Pages must also be in compliance with Drake’s Right to Privacy policies for faculty and staff [medical information](#) and for information about [students](#).
 - d. All new pages created must be [accessible](#) to those with sight and hearing disabilities.
 - e. The appearance of pages must follow the Drake branding guidelines, available from Marketing & Communications.

¹ With the exception of material designated as being owned by the faculty members who created them (see the Intellectual Property Policy in the University Faculty Handbook) and for material created by students as part of courses, that belong to their creators.

- f. These pages must include a footer with copyright mark, contact information (which could be an alias or generic email address) for the name of person responsible for the page, and the “Last Revision” date.
 - g. Pages must follow the approved [naming conventions](#).
- B. The following additional requirements apply to **official school and college** sites:
- a. Policies that are specific to school and college which may be in addition to University policies.
 - b. A link to information on the benefits to be gained from a Drake education. This may include graduates’ job opportunities and be illustrated by alumni profiles where appropriate.
 - c. Links to pages which describe the services we provide to students to help them graduate successfully and find jobs in their chosen careers.
 - d. Schools may wish to provide links to relevant student organizations and activities of particular interest in that school/college (which may be on official or non-official pages). They may also wish to include other information of interest to current and prospective students.
 - e. Some school pages have additional, different functional requirements. Schools have the freedom to address those in the way that works best, within the overall policy.
- C. The following apply to official pages of **academic departments**. They should meet the rules for all official pages, plus the following functional requirements:
- a. They contain basic curriculum information, including information on courses and requirements for majors and concentrations.
 - b. The pages should contain departmental information, with links to pages maintained by faculty on their courses, research, etc.
 - c. Pages where students can determine any general academic requirements of their school or college, and of the Drake Curriculum. These pages are part of the catalog, referenced from multiple other pages, and hence must be in the Content Management System.
 - d. Department and program pages must have contact information for visitors seeking more information.
 - e. Information as described in B b. and c. in the previous section, unless that has already been addressed at the college level.
 - f. These pages may also contain pedagogical systems, software and information, controlled by faculty teaching those courses.
 - g. At the request of a faculty member, space may be provided for pages created by students as part of a course, in server space provided by the school or college. If faculty members want the pages to remain longer than 3 months after the end of a semester, they should specify the required time to the appropriate Web administrator.
- D. The following apply to **administrative departments**, who must have their own official pages that meet the rules for all official pages, plus the following functional requirements:
- a. Pages describing the general function of the department, and the services it provides to faculty, students, staff and other constituencies.
 - b. Information on how each group of constituents can access those services.

All official information must reside on official pages with the characteristics and capabilities listed above. The simplest way to ensure they do this is to have them in the CMS system. However, units may have alternative ways in which they can meet these requirements, and the Project Team will work with those units to explore the unit's plans for compliance.

d. Characteristics of non-official pages

Non-official information (student organizations and other non-official information) is to be placed on **non-official pages**.

- a. These pages are not owned by Drake, but by the organization or individual who created them. Drake shall not be liable or responsible for any information or content on these pages. The page must carry a disclaimer to that effect.
- b. If a student organization wishes to be linked from an official page, it must be registered with the Student Life Center in Olmsted.
- c. Personal pages created by students not as part of a course are non-official pages.
- d. Links to non-official pages from official pages are required to open into a new window.
- e. The content on all pages must conform to Drake's Acceptable Computer Use policies and Right to Privacy policies, see Section 3 A above.

e. Hardware Servers

A. Official pages must reside on **secure servers** with the following policies:

- f. The only users permitted login accounts to these servers are those authorized by the server's owner (or designee) at the request of an official page owner.
- g. These servers must have redundant power supplies and be connected to an uninterruptible power supply. They must be configured with mirrored system disks, and RAID-5 disks.
- h. System administrators must keep their software current with the latest patches available from the software's vendor. In some cases, installing these patches may prevent other applications from working. In this case the server owner may find it easier to have official Web pages on a separate server.
- i. OIT will periodically run scans of systems within the firewall, and work with system administrators to identify changes needed to keep the system secure.
- j. Secure servers must have a regular backup schedule, with daily incremental backups, and weekly and monthly full backups. The backup media must have an approved retention schedule. Backup media must be stored in accordance with business continuity plans approved by the CIO.
- k. They must be within the Drake firewall or, if they are outsourced then they must by contract meet these requirements.

Should a unit which hosts its own web site have difficulty meeting these requirements, please contact Network and Technical Services, to discuss options.

The owner of any server with official pages not hosted in Dial is responsible for providing these services themselves.

B. Non-official pages can be hosted on any server, secure or insecure.

- a. Anyone may set up and operate their own server.
- b. No official pages are allowed on these servers.
- c. They may set their own policies on to whom they give login access, what the backup schedule will be, etc.
- d. System administrators must keep their software current with the latest patches available from the software's vendor. In some cases, installing these patches may prevent other applications from working. In this case the server owner may find it easier to have official Web pages on a separate server.
- e. OIT will periodically run scans of systems within the firewall, and work with system administrators to identify changes needed to keep the system secure.
- f. They are subject to the Acceptable Use and Privacy policies listed in Section 3 A b and c.

I. Managing the Drake.edu Domain and its sub-domains

- a. Root Level Directories are determined and assigned by the Director of Web Communications.
- b. Names must adhere to Drake's [naming conventions](#) for Short Site Names and Webview Publish URLs.
- c. The Director of Web Communications needs to maintain a current site map and all the current links for official pages. Therefore, site owners (or their designee) must notify the Director if they wish to have links from official pages, or if they subsequently change the addresses of those pages linked in this way.
- d. Disputes about such links will be settled by the Web Policy Committee and the Director of Marketing and Communications.

m. Responsibilities of Site Owners

The site owner is the person who has responsibility for the unit with which the pages deal; e.g. the Deans "own" the site of their college or school. In practice, the creation and maintenance of the page will often be done by a staff support person or outside contractor².

- a. The content of a page is the responsibility of the site owner. Pages must follow the Acceptable Computer Use Policies for [students](#), or for [faculty and staff](#), depending on who owns the page. It must also follow the Family Educational Rights and Privacy Act for information about students (Section G of the [Student Handbook](#)).
- b. All such personal information must be on official pages on a secure server as defined above.
- c. The site owner has the responsibility to ensure that official pages are maintained with current and relevant information.
- d. If a web posting changes a previous policy, the site owner must communicate the changes to affected groups, via non-web means such as memos, meetings, the publication On Campus, e-mail, etc.
- e. Should a complaint be made that a site's pages violate policies, the site owner should use the procedures in Section 9.

² These people could play the role of Site Manager, Content Manager or Content Creator in the Luminis Content Management System.

- f. When site owners have given referral links to other pages, and those pages are found to be non-compliant, the site owner should ensure that such pages are de-linked from their own pages until they are brought into compliance.

n. Copyright and Licenses

- a. Page creators (or their designees) should assert copyright when they own it.
- b. Page users must not violate the copyright of pages they are reading or using. (See also the Acceptable Use Policies cited in Section 7 a. above.)
- c. Page creators (or their designees) are responsible for complying with all relevant copyright laws, including but not limited to those laws outlined in the Acceptable Use policy.

o. Compliance and sanctions

The Web Policy Committee has responsibility for monitoring compliance with this policy document when it receives reports or complaints about possible breaches.

If the WPC believes the complaint is justified, and that a page is not in compliance, it will ask the site owner (or their designees) to make changes, to bring it into compliance. If agreement cannot be reached, different procedures will be used, depending on the status of the page owner.

Students

- a. If a complaint is made about alleged breaches of policy by students' web pages, the WPC will ask the Office of Student Life to speak with the students and try to reach a solution.
- b. If a solution cannot be reached, a complaint will be filed according to the Code of Student Conduct.
- c. If the University Panel agrees that the page is in violation, the page owner will be asked to correct the problem, and the WPC has the power to enforce that decision by delinking the page(s).
- d. If the WPC and the Panel disagree about a page's compliance, the matter will be referred to the Dean of Students for a decision.
- e. Complaints of alleged breaches of policy by officially recognized student publications will be referred to the Board of Student Communications.

Faculty

- a. Complaints of alleged breaches of policy by faculty pages will be referred to the appropriate Dean.
- b. If the complaint cannot be resolved through discussion between the Dean and the faculty member, the matter will be referred to the Provost and if necessary the Committee on Academic Freedom and Tenure.

Staff members

- a. Complaints of alleged breaches of policy by staff members' pages will be referred to the appropriate manager.
- b. If, following departmental procedures, the manager agrees the page is in violation, the page owner will be asked to correct the problem, and the WPC has the power to enforce the manager's decision by de-linking the page.

- c. If the WPC and the manager disagree, the matter will be referred to the appropriate Vice President for a decision.

If a complaint has been received by the Campus Copyright Agent (about an alleged copyright violation under the Digital Millennium Copyright Act, a page may be temporarily removed while the established DMCA procedures (to be published) are followed.

p. Leaving Drake University

- a. It is the responsibility of any page owner leaving Drake to copy and remove any unofficial page material. This includes faculty members who have left Drake and are not officially on leave, staff members who have left, and students who are no longer enrolled.
- b. Login accounts to servers will be disabled under existing OIT policies, i.e. at the time a person leaves Drake.
- c. After a six month period, Web administrators may delete these pages, and are not responsible for archiving them. Drake will not be responsible for any deleted material.
- d. At the request of a Dean, an exception will be made for faculty and student materials (e.g. portfolios), which will be left linked to the school or college, for the length of time specified by the Dean.

q. Role and Membership of the WPC

The role of the WPC is to plan the strategic development and use of the web at Drake, recommend priorities for resources, recommend policies and establish technical standards. It makes proposals to the Provost and Cabinet for approval, and then oversees their operation and enforcement.

Faculty, staff and students are appointed as members of the WPC by the Provost. The Director of Marketing and Communications and the Chief Information Officer serve as co-chairs.

The Web Policy Committee currently consists of representatives from the following areas:

Arts & Sciences, CBPA, Education, Law, SJMC, Pharmacy, Cowles Library, Alumni Relations, Drake Telemedia Center Admissions, Student Life, Student Records, Marketing and Communications, Web Communications, Athletics, Business & Finance, Office of Information Technology, Student Accounts, Student Financial Planning, Facility Services, Dining Services.

Current Members of WPC, 1/9/2005

Tracy Bainter	Education
Barbara Dietrich Boose	Alumni Programs
Brooke Benschoter	Marketing and Communication
Dannie Crozier	Dining Services
David Wright	SJMC
Emily Kruse	Admissions
Gary Johnson	HR
Janet Wise Student Life	
Jeremy Sievers	Web Communications
John Edwards	Law
Kelli Kleindorfer	A&S
Margie Davidson	Student Records
Mark Kostek	Athletics
Patricia Ahrenholtz	B&F
Paul Morris	OIT
Phil Houle CBPA	
Raylene Rospond	Pharmacy
Robert Harlan	Student Accounts
Scott Phillips	Cowles Library
Sheri Gavin	CBPA
Susan Ladd	OSFP
Venetta Hammond	Facilities