UNM Web Advisory Committee Minutes
September 17, 2010

1. Approval of minutes from August meeting
Correction: in item 5 correct Ryan Lindquist to Ray Sykes

2. Report of the Communications sub-committee

Draft ppt presented to the group for Mike to use at presentations around campus
Mike will use the ppt at IT cabinet, Faculty Senate, Dean s Cabinet, Information
Architecture and at other meetings on campus to update the UNM community on the
work of the Web Advisory Committee.

Action: The Communications group will make revisions based on the dicussion and
resend to the Committee.

3. Web Policy sub-committee update

A revised policy document was handed out (see attached). This version is quite
streamlined from previous versions. Carol Stevens in the UNM policy office has been
contacted about next steps to begin policy approval for big red.

Other sub-committees are needed to create some of the policy content:

Exception Process sub committee
Communications group agreed to work on this policy/procedure.

UNM Web Standards
UNM Information Architecture Group is already working on a set of UNM web standards
including: browsers supported, standards for design, meta tags, headers, how to use
images, coding standards, scripting, flash, accessibility, best practices for site
organization, etc.

Domain name exception process
Richard, Matt and Kevin will work on this.

Principles and Guideline document which would be roughly similar to the UNM Identity
Standards and contain visual guidelines of good and bad, UNM versus, student, versus
faculty page and other helpful information that would not be in the policy document.
Brian, Mike, and Kevin agreed to work on this.

4. WCMS Update

Matt 53 reported sites are in the queue. 8 are publishing. 9 completed sites. 5 are set up for folks to begin publishing. Class being set up in EOD so training can begin soon.

Kevin is working on HSC procedures for getting sites going on the content management system.

IT has four sites going. They are about to start migrating the whole IT site.

Meeting adjourned.

UNM Web Policy Draft #3
9/22/2010
Note: Underlined text represents a link to a supporting document.

1. Introduction

    1.1: It is the policy of the University of New Mexico that employees acknowledge the standards referenced in this document.

    1.2 : This Web Policy encompasses all internal and public facing websites and applications that serve content and functionality to UNM constituents.

2. Applicability

    2.1: This policy applies to the UNM workforce and affiliates authorized to develop websites for any part of the University of New Mexico.

    2.2:   The Web Principles and Guidelines will address specific requirement for institutional websites, research and instructional and personal websites.

3. Web Governance: Three groups will guide the decision making for UNM websites. These groups and their roles are:

    3.1: The UNM Web Advisory Committee (WAC): The committee creates and recommends policies pertaining to the Web, explores new initiatives and strategies, and receives and reviews suggestions for changes and improvements to UNM Websites. The WAC is composed of a broad representation from all areas of UNM. The committee will work to improve communication and cooperation among the various UNM entities with web related responsibilities. The committee's charge includes main campus, north campus and branch campuses.

3.2: University Communication and Marketing (UCAM): UCAM is responsible for establishing graphical standards for the UNM Websites. UCAM also advises the WAC on marketing aspects of UNM Websites.

3.3: The Office of the CIO: The Office of the CIO advises the WAC regarding the resources, tools and infrastructure used by the UNM to support the web efforts and may also provide that infrastructure. The Office of the CIO also advises the Web Advisory Committee on security and confidentiality issues.

4.   Compliance with UNM Web Policy

4.1: The WAC oversees compliance with this policy.

4.2: The WAC has the authority to require UNM workforce or affiliates to make changes necessary to bring websites into compliance with UNM <u>Web Principles and Guidelines</u>.

4.3: Departments, program, branch campuses or organizational entities of UNM may have web policies specific to their websites, but such policies will not supersede the UNM Web Policy.

4.4: Failure to comply could result in progressive action to bring the website into compliance. In severe cases such as security and legal issues, the site may need to be immediately shut down. For more detailed guidelines about compliance issues see the <u>Web Principles and Guidelines</u>.

5.   Copyright:

5.1: UNM is committed to complying with all appropriate copyright law.

5.2: All pages housed on UNM web servers are considered copyrighted.

5.3: You may not publish information on UNM Websites that is prohibited by law or disallowed by licenses, contracts, copyrights, or college regulations.

5.4: Materials licensed to UNM may only be used by UNM, and may not be reproduced or redistributed.

5.5:   Infringements on any UNM server should be reported to the Office of the University Counsel. For more copyright information see: http://www.unm.edu/~counsel/general/copyright.htm

6.   Website Advertising

6.1: Advertising guidelines are available in the <u>UNM Advertising Policy.</u>

7.   Accessibility

7.1: UNM Websites must comply with the standards for accessibility as set forth by Section 508 of the Workforce Rehabilitation Act of 1973

7.2: Details for UNM website accessibility standards are available in the <u>UNM Web Standards .</u>

8.   Exception Request Process

8.1: The policies and procedures defined in this policy may not be applicable to all UNM websites. Therefore, a process to grant exceptions has been created. For more details see the <u>Exception Process</u> .

9.   Domain Names

9.1: The WAC must approve the use of non unm.edu domain names for institutional and /or academic websites.

9.2: Approved non unm.edu domain names must be purchased through an approved vendor. Please refer to the <u>Approved Vendor List</u>.

9.3: Requests for unm.edu hostnames must be submitted to the IT Support Center.

10. Confidentiality and Security

10.1: UNM public facing websites will not post any confidential information. In case of public facing web sites that gather confidential information as part of an online service, the information will be stored in a secure manner, and all information gathered will be used only for its intended purpose.

10.2: All UNM Websites will adhere to the following UNM policies and guidelines:

- UNM Acceptable Computer Use Policy (2500)
- UNM Computer Use Guidelines (2510)
- UNM Computer Security Controls and Guidelines (2520)
- UNM IT Security Policy (2550)