

COMMUNITY COLLEGE OF DENVER

Title: Website Accountability

Guideline #: CA – 2

Approved: December 12, 2016
August 9, 2017
October 25, 2017

References: [IT-4 Web Accessibility Guideline](#)
[System President's Procedure \(SP\) 3-125g, Web Accessibility Procedure](#)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To ensure information published on the Community College of Denver (College or CCD) website is accurate and up-to-date.

2. APPLICABILITY

Applies to all website Content Owners, Vice-Presidents, and the College's Website Administrator.

3. DEFINITIONS

- a. Content Owner – An employee of CCD who is accountable for the accuracy of content for their department or center's web page(s). They have been trained to updates or make changes to their department or center's content on the College's website.

- b. Style Guide – Describes and ensures the integrity of the College’s logo, prescribes font use, mascot use, and other stylistic requirements of materials use on the website and other College publications.
- c. Web Administrator – College employee responsible for the IT usability of the College’s website. They have authority to change and update web content from Content Owners.
- d. Web Content Style Guide – Describes and ensures the integrity of content on the website.

4. GUIDELINES

a. Annual Website Review

College departments or centers with content on the website must assign one person to be the Content Owner for their department or center. All Content Owners will be trained by the Web Administrator on how to update information on the website. The Web Administrator is responsible for maintain a current list of Content Owners.

The responsibilities of a Content Owner are:

- To ensure website content within their web pages is accurate and current.
- To update and correct their web pages in a timely manner.

All users of the website must abide by the CCD Style Guide and the Web Content Style Guide, which are housed within CCD’s

Creative Services department, and can be found on CCD's Intranet site.

The following website review schedule will be adhered to every year. This will ensure the accuracy of information on the website. Each Content Owner is accountable for the accuracy of their content. However, at any time that a webpage is found to be inaccurate, it is still the Content Owner's obligation to make timely changes, even if those changes occur before their annual review period as outlined below.

| Month | Triggering Event | Content Areas that must be Reviewed and Updated |
|--------------|--|--|
| January | | <ul style="list-style-type: none"> • All Graduation Information • Confucius Institute • Educational Opportunity Center • Fiscal Services • Center for Workforce Initiatives |
| February | Spring Graduation Applications Open | <ul style="list-style-type: none"> • Phi Theta Kappa • Student Government Association • Testing Center • TRiO • CCTE Internship Program |
| March | | <ul style="list-style-type: none"> • Registration and Enrollment • College Advancement • Accessibility Center • Alumni Association |
| April | Registration for Fall and Summer Semesters Opens | <ul style="list-style-type: none"> • All Academic Programs • Facilities Management • Digital Story Telling • Office of Student Conduct • Foundational Skills Institute |

| Month | Triggering Event | Content Areas that must be Reviewed and Updated |
|-----------|------------------------------------|--|
| | | <ul style="list-style-type: none"> • KEYS Scholarship |
| May | Board Approval of Tuition and Fees | <ul style="list-style-type: none"> • Casher's Office – Tuition and Fees • International Students Services • UMI/WISE • ASSET/DACA |
| June | | <ul style="list-style-type: none"> • Teaching Learning Center • Office of the Provost • Academic Advising Center • Office of Student Development and Retention • Admissions, Recruitment and Outreach |
| July | | <ul style="list-style-type: none"> • Office of the President • Enrollment Administration and Student Success • Resource Center • College Pathways |
| August | | <ul style="list-style-type: none"> • All Graduation Information • Institutional Research and Planning • CCD Foundation |
| September | Graduation Applications Open | <ul style="list-style-type: none"> • Financial Aid and Scholarships • Veterans Support Services • Office of Registration and Records • Office of Enrollment Services |
| October | FAFSA Opens | <ul style="list-style-type: none"> • All Academic Programs • Registration and Enrollment • CCD Honors Program • Office of Student Life • Office of Enrollment Services |

| Month | Triggering Event | Content Areas that must be Reviewed and Updated |
|----------|---------------------------------------|---|
| November | Registration for Spring Semester Open | <ul style="list-style-type: none"> • Tutoring and Academic Support • Career and Transfer Center |
| December | | <ul style="list-style-type: none"> • Human Resources • Information Technology • Office of Vice President of Administration and CFO |

The schedule for all academic programs will coincide with Chairs, Deans, and Vice President’s review and approval of the CCD Catalog, both for their fall and spring dates.

b. Annual Document Library Review

Any document that is housed within the CCD.edu website document library (forms, guidelines, brochures, etc.) must be reviewed annually to determine if:

- the document is still relevant or should be retired;
- the document is accurate; and,
- the document is current.

These reviews are the responsibility of each division Vice President, who must assert by the end of every January that all documents have been reviewed and meet the standards above.

Each document, whether in PDF, Word, or Excel format, must be compliant with the College’s Web Accessibility Plan (IT-4) and System President’s Procedure (SP) 3-125g, Web Accessibility Procedure. The date of the review will be listed in the bottom

left footer of every document stating with one of the following statements:

- Reviewed date: _____
- or,
- Reviewed and Revised date: _____

Each Vice President has the responsibility to track the changes made to the documents. All Vice Presidents have until December 31, 2019, to ensure that all documents meet our accessibility guidelines.