



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>College Web Site Organization</b>
<i>AP Number:</i>	AP 10.02.02
<i>Adoption Date:</i>	7/1/01
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	11/2/10, 3/25/16, 3/13/24
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<i>Sponsoring Unit/Department:</i>	External Relations
<i>Policy Title(s) &amp; No(s):</i>	College Publications, BP 10.02
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

## **SECTION 1: Definition**

The College Web Site consists of the College’s home page and other pages related to College offices, departments, and services. These pages are primarily public pages. All pages must be organized into a structure, with linkages and hierarchies.

## **SECTION 2: Purpose**

- 2.1 The standardized organization of the College Web Site is required for practical and aesthetic reasons. There must be a hierarchy of pages with appropriate linkages across the pages so that the site is navigable. The quality of this organizational structure will affect the effectiveness and ease of use of the site to visitors, and also affect the sustainability of the site.
- 2.2 The College Web Site organization is reflected in a hierarchical structure with the College’s home page being at the top of the hierarchy. The College’s home page is the point of entry into the College Web Site and must reflect the philosophy and intent of the College.

**SECTION 3: Content**

- 3.1 Navigation from the College's home page should facilitate accessing information based on the limited audience (e.g., students, employees) and should facilitate easy access to highly sought-after informational resources (e.g., class schedules).
- 3.2 A variety of navigational tools and aids should be available.

**SECTION 4: Responsible Parties**

- 4.1 The External Relations Department is responsible for reviewing the features, organization and functionality of the College Web Site regularly.
- 4.2 The External Relations Department is responsible for the College Web Site organization including the links offered on the College's home page.