



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Instructional Web Pages
<i>AP Number:</i>	AP 10.02.04
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<i>Regulation Title(s) & No(s):</i>	College Publications, BP 10.02
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

SECTION 1: Definition

Instructional Web pages are those pages developed and maintained by a faculty member or academic department to provide instructional content for students.

SECTION 2: Purpose

Instructional pages may be created:

- a. By a course instructor to communicate course content or to supplement the educational program.
- b. By students under the direction of an instructor as an educational activity.

SECTION 3: Content & Design

- 3.1 The content and design of instructional Web pages must follow the General Web Page Standard Practice Guide.
- 3.2 The developers and maintainers of instructional Web pages are strongly urged to comply with the College Web Standards, particularly the navigation

schemes, although it is recognized that instructional pages may vary significantly in format and design from institutional pages as faculty and students create products to meet a wide variety of educational goals.

- 3.3 Instructional pages may not display the PCC logo.
- 3.4 Syllabi must follow the guidelines for traditional, printed syllabi, but may include appropriate navigational aids. They may utilize external links. They must link to the calling or parent page.
- 3.5 Supplementary materials for non-web based courses or for a discipline should be available in other, non-web based, formats or traditional formats if possible, reasonable, or practical.
- 3.6 Student-produced pages created to fulfill course requirements or created as part of a course may remain on a PCC server only for the duration of the course unless there is a compelling reason to do otherwise. Student pages must include the course name, instructor name, and instructor e-mail address. This instructor reference must be included, at the very least, within a non-displaying field or within a comment so the information is available by viewing the document source.

SECTION 4: Responsible Parties

- 4.1 The faculty member creating an instructional page is responsible for all links made from that page.
- 4.2 The Academic Dean/Vice President responsible for a given academic area shall be responsible for implementing a procedure for the review of all course instructional pages created by/for the academic area to ensure professionalism and adherence to College policy. The Academic Dean/Vice President must assure that the responsible faculty members conduct a periodic review of their Web pages to ensure accuracy and timeliness.