



# Pima County Community College District Administrative Procedure

*AP Title:*

**Web Site Organization**

*AP Number:*

AP 10.02.02

*Adoption Date:*

7/1/01

*Schedule for Review & Update:*

Annually

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11/2/10, 3/25/16

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*Sponsoring Unit/Department:*

External Relations

*Policy Title(s) & No(s):*

College Publications, BP 10.02

*Legal Reference:*

*Cross Reference:*

## **SECTION 1: Definition**

1.1 The College Web site consists of the College home page and many 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 organization of the College's 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 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 Web site organization is reflected in a hierarchical structure with the College home page at the top of the hierarchy. The College home page is the entry into the College's Web site and must reflect the philosophy and intent of the College.

**SECTION 3: Content**

- 3.1 Navigation from the home page should facilitate accessing information based on audience (e.g. students, employees) and should facilitate accessing highly sought-after 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 Home Page.