



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Intranet Web Pages</b>
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<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

## **SECTION 1: Definition**

1.1 The College Intranet consists of Web pages that may be accessed only by those who have an employee computer account with the College. Intranet content is accessible only when employees are logged in to the College Portal.

## **SECTION 2: Purpose**

2.1 The purpose of the College's intranet is to provide:

- a. material written to assist employees in performing daily job duties
- b. forms that are intended for employee use only
- c. sensitive material not intended for the public (e.g., building floor plans)

## **SECTION 3: Content & Design**

3.1 The content and design of the Intranet Web pages must follow the General Web regulation.

- 3.2 The principal office responsible for the information should make it available via the Intranet. Information appropriate for the public web site should not be replicated on the Intranet. Links to public web site content from Intranet web pages are appropriate.
- 3.3 Document titles must be brief and descriptive, including titles of Word documents and PDF files. Web editors are responsible for utilizing the software “Properties” feature to create brief, useful titles.

**SECTION 4: Responsible Parties**

- 4.1 Intranet pages may be created by:
  - a. official academic or administrative departments, programs, centers and units
  - b. faculty or staff groups recognized by the College and conducting College business
- 4.2 Each Cabinet-level office is responsible for ensuring that the Intranet pages of its organization conform to College regulations and standards and are maintained with timely and accurate information.