



# PimaCountyCommunityCollegeDistrict Administrative Procedure

<b><i>AP Title:</i></b>	<b>Web Servers</b>
<i>AP Number:</i>	AP 10.02.09
<i>Adoption Date:</i>	7/1/01
<i>Schedule for Review &amp; Update:</i>	Every three to five years
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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: Definitions**

- 1.1 A Web server is a computer running Web server software that provides access to one or more groups of files web formats and protocols. College Web servers are servers that are connected to the College network.
- 1.2 A Web server administrator is the person ultimately responsible for the technical aspects of running a Web server.

## **SECTION 2: Purpose**

- 2.1 College Web servers will provide reliable access to College Web pages, documents and services.

## **SECTION 3: Operation**

- 3.1 College Web servers will be housed and administered at the District Office and administered by the Office of Information Technology. Campus IT staff will also have administrative responsibilities for servers providing

instructional content. Other departments and individuals will not operate Web servers without permission of both the chief administrator of the campus and the Assistant Vice Chancellor for Information Technology.

- 3.2 Every server must have a single, designated administrator who is a full-time employee and is trained to manage server hardware and software.
- 3.3 College Web servers will have daily incremental back-ups and weekly full back-ups. They will routinely be accessible 24 hours-a-day, 7 days-a-week. There will be a timely response to hardware and software failures.

#### **SECTION 4: Responsible Parties**

- 4.1 Campus IT Supervisors are responsible for designating a campus unit to administer the instructional Web server(s) for each campus. They are also responsible for identifying qualified individuals to manage each server.
- 4.2 The Assistant Vice Chancellor for Information Technology is responsible for designating a unit in Information Technology to administer Web server(s).
- 4.3 The Assistant Vice Chancellor for Information Technology is responsible for setting server hardware and software standards and establishing basic qualifications for individuals who manage College Web servers. The Assistant Vice Chancellor for Information Technology is responsible for maintaining a network map of authorized College Web servers.
- 4.4 The Web server administrators will be responsible for instituting existing College security measures, maintaining the system, monitoring disk space, and assisting College administration in ensuring web content on the servers adheres to College policy.
- 4.5 Campus IT staff will be responsible for establishing accounts/directories for authorized content developers, and assisting College administration in ensuring web content on the servers adheres to College policy.