

# Website

## University Operations – Information Security

### CWU Policy 204-11

**Effective:** August 3, 2011

**Policy Review Date:** YEAR

**Policy Executive:** Chief of Staff

**Responsible Office/Unit:** Information Services and Security

#### **Policy Statement:**

#### **Applicability:**

- 
- (1) The purpose of the CWU website is to provide information about the university in an on-line environment that is clear, compelling, and easy-to-navigate for students, alumni, state and federal government regulators, and other audiences.
  - (2) All divisions must abide by CWU policies and procedures (See Appendix A) for websites, podcasts, blogs, and other web-mediated information-delivery systems. In general, materials that appear in these formats are available to the general public. Inappropriate use of these technologies can affect the ability of users to access the website and or result in the poor presentation of Central Washington University.

#### **History:**

*Responsibility: President's Office CofS; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;  
Review/Effective Date: 08/03/2011; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-50-110, June 2025  
Procedure CWUR 1-60-110 attached as Appendix A, June 2025*

## Appendix A - Website Procedure

### (1) Definitions

- A. **Site Manager:** The Department of Public Affairs provides strategic oversight/leadership and overall direction for changes to design, content and site standards. The Department of Public Affairs is the manager of the CWU website. The site manager is the official source of information for Central Washington University.
- B. **Site Administrator:** The ITS Web Development Office will provide overall technical administration/development for the website and has the authority to grant publishing/permission roles. The Development Office is the site administrator.
- C. **Content Owner:** The content owners will review and approve any changes to content for departments and divisions. Vice presidents and Chief of Staff will designate content owners who may delegate this responsibility.
- D. **Page Editor:** The page editor adds and deletes content from the website of a college, department or program. Page editors will edit content according to university website protocols and with the approval of the content owner. Editors must have the training, tools, and access to edit and publish information. Proposed structural or functional changes to webpages must be approved by the site manager. When webpage content changes are needed, page editors will submit them to department chairs or unit supervisors through the workflow process for authorization and to ensure that the information is not duplicated elsewhere. Any requests to deviate from this process must be approved by the Site Manager.
- E. **Content Management System (CMS):** Drupal is the university CMS.

### (2) Home-Page Calendar

The purpose of the home page CWU calendar is to make it easy to find information about CWU-sponsored events. The calendar is not a scheduling tool. The calendar will list only events sponsored by a recognized university entity.

### (3) Standards

- A. All web development will occur within the CMS environment. The site manager may authorize CMS environmental changes if an urgent need has been clearly demonstrated.
- B. The official webpages of all university departments, divisions, and programs will reside within the CWU CMS. Use of off-campus domains or special applications must be approved by the site manager with the consent of cabinet.
- C. Websites that are not migrated into the CMS will not be searchable by the CMS database search function. However, these sites are subject to section 5 of this procedure.
- D. Blogs located with the CMS and written on behalf of the university must be approved by the site manager and the cabinet. Blogging must conform to Section 4 of this document.

### (4) Removal of Web Content - Removal of material deemed to be offensive or inappropriate:

- A. Upon discovery of offensive or inappropriate text/images the site administrator, acting under the authority of the site manager, will remove such material from the university website.
- B. Removal of inaccurate, unprofessional, disparaging or inflammatory content:
- C. Upon discovery of material that is clearly inaccurate, unprofessional, disparaging or inflammatory, the site administrator, acting under the authority of the site manager, will remove such material from the university website.

**(5) ADA/Section 508 Compliance**

CWU will strive to ensure equal public access to information posted on the university website.