

Guidelines for the Web Planning and Advisory Committee (WebPAC)

Revised: December 2008

Name

The name of the organization shall be the Web Planning and Advisory Committee (WebPAC).

Purpose

The purpose of the Campus Web Planning and Advisory Committee (hereafter referred to as WebPAC) shall be:

To provide leadership and planning to the work of Institutional Web Support Services (IWSS) in line with the University Identity Committee on maintaining the University's Web presence.

To determine the individual Web sites listed on the University A-Z index.

To coordinate with the Identity Committee and examine Illinois State's use of the Web's features, services, image, and standards as a communication tool to ensure the University's Web presence is informative, usable, accessible, and upholds and supports the identity standards created by the Identity Committee.

Membership

Qualifications

Any employee holding a 50% or greater appointment in the University shall be eligible for election to the committee (outside of a student representative).

WebPAC will consist of key staff with Web responsibilities in various campus units with no more than two representatives from any operating or academic unit (e.g., Intercollegiate Athletics, University Housing Services, Facilities Planning, etc). Additional speakers may join committee meetings if their expertise is relevant to the discussion.

Representation of Office

The committee is made up of key staff with Web responsibilities from around campus. Committee membership will include one representative from the following areas:

- Vice President for Student Affairs
- Vice President for University Advancement
- Vice President for Finance and Planning
- Vice President for Academic Affairs and Provost
- Web Support
- Athletics
- College of Arts and Sciences
- College of Applied Science and Technology
- College of Business
- College of Education
- College of Fine Arts
- Mennonite College of Nursing
- Milner Library

The Vice Presidents, Deans, Chairs, and Directors of the above areas will nominate a representative from their respective area to serve on the committee for a two-year term.

Extended Absences

If a member knows they will be absent for more than two consecutive meetings because of leave or other commitment, they need to notify the Chair. The Chair shall decide whether or not to appoint a temporary replacement from the same representative area.

Membership on WebPAC may be rescinded if the member does not maintain active status.

Officers

Identifying Officers

The officers who make up the Executive Board of WebPAC shall be the Chair, Vice-Chair, and Secretary.

The Chair of WebPAC shall be appointed by the Associate Vice President for Academic Information Technology. The Chair should have extensive long-term project experience in promoting the Web presence of Illinois State University. The Vice-Chair and Secretary shall be elected by the membership of the committee at the first meeting in August. Any current member of WebPAC is eligible for election.

Vacancy

In case of a vacancy of office, the membership of WebPAC shall elect a replacement from the current membership. The person elected to office shall serve until the next annual election of officers is held.

Representation

In order to be best informed in policy decisions, one or more members of WebPAC should serve on the following committees:

University Identity Committee – To ensure that the University Web presence falls in line with decisions made regarding the identity of Illinois State.

iCampus Oversight Committee – To keep abreast of developments the iCampus portal, and its longer reaching effects on the Web presence of Illinois State.

Amendments to the WebPAC Guidelines

Amendments and edits may be proposed to WebPAC by any member of the campus community. If the amendment is not deemed substantive by the Executive Board, it will be discussed at a regular meeting, and be voted upon following the distribution of meeting minutes. If WebPAC approves the amendment by a two-thirds vote the change will be made to the constitution. If the proposed amendment is deemed substantive, approval will be determined through consultation with the Associate Vice President for Academic Information Technology.

These guidelines will be reviewed by the Associate Vice President for Academic Information Technology and the Director of Marketing and Communications within one year of approval and will revise as necessary.