

# College of Health Professions Website Review Checklist

*Approved by the College of Health Professions Executive Council on May 14, 2019*

## **Purpose:**

The purpose of this policy and guidelines document is to establish a consistent and organized method of review for all consumer facing College of Health Professions (CHP) departmental websites and associated pages.

## **Preamble:**

In 2018, Wichita State University undertook an extensive upgrade to the University's website, which included all college and department consumer facing websites and associated pages. In order for the CHP and its various departments to have a consistent look and feel, the CHP Web team, along with other designated individuals in the college, edit the websites and associated pages upon request from the various departments per this policy.

## **Policy:**

1. The CHP Web team will have primary responsibility for editing CHP and department websites and associated pages
  - a. Other individuals may be granted editing privileges as determined necessary by the CHP Web team and department heads.
2. Each department should designate an individual within that department to act as a department point person who will act as liaison between that department and the CHP Web team. Department heads should report any change to their point person to the web site team.
3. Each department should promulgate policy to include, at a minimum, review of the following items on their own website and associated pages at least once in each semester, preferably early in the semester to allow time for necessary updates.
  - a. Admission and application deadlines
  - b. Program information accurately stated
  - c. A-Z browse and Program and Minors sections are current and accurate
  - d. Information session schedule up-to date
  - e. Updated dates, deadlines, and costs
  - f. Documents linked on website current and accurate
  - g. Forms are functional, submissions go to right people
  - h. Main and side navigations are consistently presented where necessary
  - i. Students that need to complete a certain task using the department website can do so properly

- j. Contact information changes are made
  - i. Staff/faculty added or removed
  - ii. Staff/faculty title changes
  - iii. Email addresses and phone numbers are accurate
- k. Overall web page content and structure are functional and correct.
  - i. Correct spelling, grammar, or style errors
  - ii. Links working properly
  - iii. Clear structure of pages and headings
  - iv. Tables are used where necessary

For reference please refer to the WSU Web Guideline resources:

- [https://www.wichita.edu/services/strategic\\_communications/brand\\_standards/documents/web\\_writing\\_digital\\_messaging\\_guide\\_10-18.pdf](https://www.wichita.edu/services/strategic_communications/brand_standards/documents/web_writing_digital_messaging_guide_10-18.pdf)
- [https://www.wichita.edu/ou\\_campus\\_guide/snippets\\_guide/sections/standard\\_page\\_snippet\\_gallery.php](https://www.wichita.edu/ou_campus_guide/snippets_guide/sections/standard_page_snippet_gallery.php)

4. If a department determines that changes or updates are necessary based on the above review, they should notify the department's website point person. The department point person should be contacted first and copied for all changes needed. Depending on access, the point person may be able to make the necessary updates or they will submit a request to the CHP Web Team to make the necessary edits.
5. The CHP Technology Advisory Committee (TAC) members will ensure, along with the department point person, that their individual departments schedule a review and follow this policy each semester.
6. TAC will also support the CHP Web team on other web development initiatives that may arise.