

Instructions to deans/supervisors on handling requests for an externally-hosted website

The following steps should be taken when a faculty or staff member requests an externally-hosted website outside of the District's Cascade Service content management system.

1. Determine how the website will be hosted and funded. Faculty/staff members seeking college funding for an externally-hosted website that would benefit an entire department or the college must obtain approval from a college vice president.
2. Review with the faculty/staff member the requirements for an externally-hosted website, as stated on the use agreement.
3. If approved, both the faculty/staff member and the supervisor must sign the use agreement form.
4. After approval, the supervisor must submit the form to the college's LTRC dean for approval.
5. The LTRC dean must then submit the agreement form to the college technology committee for review.
6. The technology committee will report to the District Instructional Technology Advisory Committee (ITAC).
7. A college vice president must approve funding requests for any externally-hosted website.