



GUIDELINES FOR DEPARTMENTAL PUBLISHING

As of February 1, 2011, individual departments are permitted to make changes and updates directly to their websites, but only after their sites have been placed in the College's new template by the I.T. Division and the content has initially been reviewed and approved by the Media Relations Office.

In order to make these updates, departments will need at least one copy of Adobe Contribute software, no lower than version 4, and preferably version 5 (the latest version as of Fall 2010). If you have questions about the purchase of this software, contact your Divisional Representative on the Website Content and Policy Committee.

The College's Information Technology Division will install the Contribute software and provide training. It is an easy-to-use product, similar to Word, with a user-friendly interface. It is recommended that the software be installed on a laptop in the department, if one is available, to make the internal process of editing, review, and approval that much easier.

Certain other steps will need to be completed before a department can take over the publishing role:

Step One

Contact David Stevens (david.stevens@lehman.cuny.edu; ext. 8745), the College webmaster in I.T., and Yeraa Milton (yeraa.milton@lehman.cuny.edu; ext. 7963), the web content editor in Media Relations, to arrange to move content from your old website into the new template.

Step Two

Once your site is launched in the new template, acquire a copy of Adobe Contribute. Contact your Divisional Representative for information on how to do this.

Step Three

Contact your Chair or Department Head to put an editing, review, and approval process in place, if one does not already exist. Please note that, even if your Chair or Department Head is not the designated "publisher" for your site, s/he is ultimately responsible for all content on your site.

Step Four

Arrange to attend training on the Contribute software for yourself and any other designated web editor(s) in your department. The training schedule on this and other software is available at <http://www.lehman.edu/faculty/jerry/docs/workshops/workshops.html>

Step Five

Prior to your training, thoroughly review the College's website policy (available at <http://www.lehman.edu/academics/documents/WebPolicy.pdf>) and the College's Communications Style Guide at: <http://www.lehman.edu/itr/documents/CommunicationsStyleGuide.pdf>

Your website must conform to these policies and guidelines. Any questions concerning them should be raised during your training. If a question occurs after training, please contact your Divisional Representative.

Please note that maintenance of departmental websites via Contribute is only available to those departments whose sites are housed on the Lehman server. If your site is housed on a third-party server, or if it is not designed in the College template, this option is not available.

In addition, please note that certain parts of your website are pulled from other sites. All information on academic programs, courses, and requirements, for instance, is drawn from the Smart Catalog database, which is updated quarterly. This is done automatically for you. It is important for the College to maintain accuracy and consistency in this type of information, which is presented to both current and prospective students. **DO NOT ENTER ANY PROGRAM INFORMATION ON YOUR WEBSITE.** Events, as well, are drawn from ADC software and feed into your website automatically, with other added features. This process will be reviewed during your training.

Step Six

Contact David Stevens to arrange for access to your website.

Step Seven

Congratulations! You are now ready to begin publishing.

- You can directly edit/add/delete text; and add/delete pages, links, and PDF files.
- The following must be included in your listing of full-time faculty:
E-mail address:
Phone Number:
Office:
Rank:
Degrees: (example) B.A., Hunter Coll.; M.S., Columbia Univ.; Ph.D., New York Univ.

Photos are preferred, but not required. Other categories, e.g., "Interests," may also be included, but are not required.

- Listings of adjunct faculty and/or staff should be kept separate from that of full-time faculty and should include e-mail address, phone number, and office information. A new online directory is being designed that will provide a "feed" of this updated information into your website each semester. It should be available during Spring 2011.
- If you wish to add an entirely new page, your Chair or Department Head must approve the content prior to publishing. Then you may proceed to create the page. When you are prompted by Contribute to provide a title for your new page, please be aware that this is the title that will appear on a Search page if a visitor is searching for information. Therefore, use initial caps for each word in your title and leave a space between words. When you are prompted by Contribute to provide a URL for your new page, however, use all lowercase letters and DO NOT leave any space between words; use a hyphen between words instead.
- To add/delete navigation categories or photos, contact David Stevens.

- To upload a video or podcast to your site, your Chair or Department Head must approve these items. Once they are approved, contact David Stevens, who will arrange to upload them on your site.
- Be sure that you have any permission that may be required to post all photos and media materials. For instance, do you have the written permission of the subject to post his/her photo on the web or to use him/her in your video or podcast? A form for this purpose is available at:
[://www.lehman.edu/itr/documents/CUNYModelRelease.pdf](http://www.lehman.edu/itr/documents/CUNYModelRelease.pdf)
- All subjects must be 18 or older, or else the written permission of their parent or guardian is required.
- You will not be able to add/delete items in the events calendar through Contribute. For information on how to add items to the calendar, contact Yeara Milton.
- Once a year, you will be asked to complete a basic audit of your site to ensure that all links are still working and that outdated information has been removed. From time to time, your Divisional Representative will scan all sites within the Division and may contact you with occasional suggestions and corrections. Publishing privileges are subject to withdrawal if established policies, guidelines, and styles are not followed.

Please be aware that your changes will publish immediately to the Lehman website.

DIVISIONAL REPRESENTATIVES
(as of January 2011)

Office of the President: Dawn Ewing-Morgan / Sandra E. Lerner

Office of the Provost: Stephanie Endy. *Please note:* These sites include the Provost's Office, the Library, Institutional Research, Assessment and Planning, and Research and Sponsored Programs

Division of Enrollment Management: Carlos Rivera

Office of Undergraduate Studies and Online Education: Robert Whittaker / Lynne Van Voorhis

Division of Adult and Continuing Education: Marzie Jafari / Radhames Mateo

Division of Arts and Humanities: Stephen Cavallo

Division of Education: Leslie Lieman

Division of Natural and Social Sciences: Yuri Gorokhovich

Division of Administration: Vincent Clark / Ed Robinson

Division of Information Technology: John Dono

Division of Institutional Advancement: Lisa Hirschfield

Division of Student Affairs: Lenore Schultz