

Finance Division Web site Change Control

January 11, 2008

To preserve the quality and integrity of the many hours of work invested by committee members prior to the Web site launch, and to maintain comparable quality and integrity for future changes, the following protocols for controlling future changes to the Web site have been established:

Changes Not Involving Template Menus, Page Layouts or New Functionality

1. Committee members using Dreamweaver software are requested to enter changes directly into the Web page code using Code view or Split View (no longer making changes only using Design view). Adhering to the "clean code" guidelines developed by Jeff Crandall will maintain overall Web site quality and integrity for future changes.
2. Notify Bill O'Brien (651.917.4709) and Nancy Lee (651.643.3629) of changes as an FYI via e-mail.

Changes to Template Menus, Page Layouts or that add New Functionality

1. Committee members are requested to send an e-mail describing the potential Web site change to Jeff Crandall (Jeff.Crandall@so.mnscu.edu), and to copy Bill O'Brien (William.Obrien@csu.mnscu.edu) and Nancy Lee (Nancy.Lee@so.mnscu.edu).
2. The potential Web site change will be included for discussion during the next Finance Web Committee meeting. The committee will discuss the change and make a decision for action. Either Jeff Crandall or Nancy Lee will then make the changes to the Finance or system Web site.

<p>Note: As the system Web Communications Coordinator, Jeff Crandall (Public Affairs Division) has substantial influence over the direction we take in changes to page layouts, template menus and new functionality.</p>
