CALS Web Sites Policy

This policy determines the hosting location for CALS and Extension web sites.

1. **Sitecore**: All of CALS Academic and Non-Academic departments will be hosted on Sitecore.
   
   a. **Academic Departments**
      
      i. Ag Education & 4-H Youth Development
      
      ii. Ag Economics & Rural Sociology
      
      iii. Animal & Veterinary Science
      
      iv. Biological & Agricultural Engineering
      
      v. Family & Consumer Sciences
      
      vi. Food Science
      
      vii. Plant, Soil and Entomological Sciences
   
   b. **Non-Academic Departments**
      
      i. Academic Programs
      
      ii. Administration
      
      iii. CALS Computing Services
      
      iv. Development Office
      
      v. Educational Communications

2. **CALS Servers**: Extension, Research Centers, Student Groups, Project Sites, Faculty Sites, Service Centers, Extension Course.
   
   a. **Extension**
      
      i. The county sites will be setup under a Wordpress install. We will host the Extension home page, and subsequent sites setup for each county. The look and feel will be managed by the web team at CALS.
      
      ii. Project sites, student groups, and service centers that are a part of Extension will be split out and setup as separate sites. This will allow those sites to adapt their own look and feel and operate separately from the Extension sites.
   
   b. **Research Centers**
i. The research center sites will be setup under a Wordpress install. We will host the Research Center home page, and subsequent sites setup for each research center. The look and feel will be managed by the web team at CALS.

ii. Project sites and service centers that are a part of Research Center will be split out and setup as separate sites. This will allow those sites to adapt their own look and feel and operate separately from the Research Center sites.

c. Student Groups

i. Because the turnover for Student Groups can be high, and there is good possibility that the person wanting to manage the site would not have web programming knowledge, Student Groups will be setup as a Wordpress site.

ii. In order for the student to gain access to edit the site, they will need a sponsored account to logon to the Wordpress site. This will help us to manage access to the sites as we don’t know when students come and go.

iii. Before a Student Group site Is built we will need approval from the faculty sponsor.

iv. CALS will provide a base template for the Student Groups and will control the base look and feel. This will allow CALS to create a standard design that will tie the Student Groups together and label them as CALS. It will also allow us to create a landing site for all CALS Student Groups.

d. Project Sites

i. Sites that are setup for either Research or Education Projects will live on the CALS servers. When the site is being setup the project team can choose to either be setup as a Wordpress site, a standard HTML site, or as a dynamic web site.

ii. If they choose Wordpress, CALS will work with them to setup the site, design the site, and train them on using Wordpress.

iii. If they choose either a standard or dynamic web site, CALS will work with them to setup the site on our servers, and help in answering design questions, but all programming will be left to the project team.

e. Faculty Sites

i. Sites that are setup for Faculty will live on the CALS servers. When the site is being setup the faculty can choose to either be setup as a Wordpress site, a standard HTML site, or as a dynamic web site.

ii. If they choose Wordpress, CALS will work with them to setup the site, design the site, and train them on using Wordpress.
iii. If they choose either a standard or dynamic web site, CALS will work with them to setup the site on our servers, and help in answering design questions, but all programming will be left to the faculty.

f. Service Centers

i. Sites that are setup for Service Centers will live on the CALS servers. When the site is being setup the Service Center can choose to either be setup as a Wordpress site, a standard HTML site, or as a dynamic web site.

ii. If they choose Wordpress, CALS will work with them to setup the site, design the site, and train them on using Wordpress.

iii. If they choose either a standard or dynamic web site, CALS will work with them to setup the site on our servers, and help in answering design questions, but all programming will be left to the Service Center.

g. Extension Course

i. An Extension course that is being made available to the public will be setup on the CALS Moodle server.

ii. CALS will work with faculty to setup and design the course on Moodle.

3. Other: UI Course sites, Personal sites.

a. UI Course Sites

i. Course sites are unique for a particular course as taught by a particular professor, and so CALS will not host Course sites. We encourage faculty who wish to setup a course information web site outside of Blackboard to use space provided for them by ITS, or to setup a free site at Wordpress.com.

ii. If faculty need help with improving their Blackboard site, please contact CALS for help.

iii. If there is a need for incorporating video into a course and faculty is looking for help please contact CALS.

b. Personal Sites

i. CALS will not host personal sites, but there are free services online like Wordpress or Blogger.