POLICY & PROCEDURE DOCUMENT

NUMBER:	08.1012
	05.1012
UNITS:	Public Affairs, Information Technology Services
TITLE:	Web Governance – Participation in WKU Enterprise Content Management System
DATE:	July 1, 2011
REVISED:	April 20, 2017; July 01, 2016; July 13, 2023
ISSUED BY:	Web Standards Committee

AUTHORIZED: AVP for Information Technology Services, VP for Public Affairs

I. Purpose and Scope

This policy is concerned with the governance and oversight of the WKU Web environment and the requirements regarding participation by University academic and administrative units in the Enterprise Content Management System (ECMS).

II. Policy

1. All academic and administrative units and entities associated with the University, especially those receiving University funding, are required to utilize the ECMS to house and manage their websites and content.

2. Users who need/desire access to the ECMS for whatever reasons are required to complete training. The training options for the ECMS are available at WKU Information Technology Services' Omni CMS website at https://www.wku.edu/omni-cms/. For any special access or other technical issues, please contact ITS for support via one of the methods found at https://www.wku.edu/its/contact

3. Any unit or entity wishing to be exempted from the requirement in #1 above must submit a written request to the Web Standards Committee which details the reasons as to why said unit should be exempted and any other background materials germane to the request. The Web Standards Committee will make the decision whether or not to grant an exemption and will inform the petitioner accordingly. Appeals to decisions issued by the

Web Standards Committee regarding participation in the ECMS or deviations from ECMS standards should be submitted to the AVP of Information Technology Services and the VP of Public Affairs, whose joint decision is final.

III. Procedure

IV. Related Policies

05.1030/08.1030 Web Governance – Appropriate Use of the WKU Enterprise Content Management System (ECMS)

V. Reason for Revision

04-20-2017 - Revised to make non-substantive changes about where to obtain training information. Also added date of last review.

07-01-2016 - Revised to make minor changes to grammar, spelling, and diction as part of an annual review process.

07-13-2023 – Revised to update website links.