USCL Web Site

Guidelines for Faculty Web Pages

All USC Lancaster full-time and adjunct faculty are **strongly encouraged** to have a faculty web page on the USCL web site. If the faculty member chooses to maintain a professional web site on a private, off-campus server, please provide the web master with the link so that we may link to it from the faculty listing on the USCL web site.

The Web master reserves the right to edit pages when appropriate.

STYLE

Faculty pages are not required to adhere to the USCL format as seen on the opening homepage and departmental pages. Faculty members who have the capability to create their own page(s) in HTML format are welcomed to do so.

Faculty are free to use their own style and add other information that they deem appropriate. To see examples of existing faculty Web pages, go to: **http://usclancaster.sc.edu/faculty**.

Faculty members who are not familiar with Web authoring and prefer that the Web master create a web page for them should submit the information listed on the attached page to Antonio Mackey at mackeym@mailbox.sc.edu.

FILE FORMAT

Primary faculty home pages should be in HTML format.

Other information linked from that homepage can be in either the standard web HTML (.htm) format, Adobe Acrobat (.pdf) format, or Microsoft Word (.doc) format. The Web master will upload these auxiliary files in whatever format I receive them; at the Web master's discretion, I may convert them to the preferable HTML or PDF format. Offices with a format preference should notify the Web master.

Note that extensive conversion by the Web master could require extra lead-time.

MAKING UPDATES OR CHANGES

The USCL Web master has sole rights for uploading content to the USCL Web site. However, each faculty member is responsible for monitoring the accuracy and currency of their webpages

and the links contained therein and forwarding updates to the Web master. The Web master reserves the right to edit pages when appropriate.

As Web master, I welcome anyone who finds any typos, dead links, or out of date information on any page of our website to let me know immediately. Thank you.

PHOTOS

If anyone desires to include photos on the page, please notify Shana Dry to take individual headshots; she will then send them to me.

If there are photos on the shared S: drive that you want me to include on the website, you have to let me know and provide me the folder name where I will find the images.

If there are a great many photos, such as from an event or activity, I usually cannot use more than a handful. Please cull through them first and select the best ones before you ask me to post them. Copy the best ones to a subfolder on the shared S: drive, or send a select few as attachments to my email.

LEAD-TIME REQUIRED

Action on any requests to upload or update web information for existing pages is likely to be much more prompt the earlier the information is submitted in relation to the date needed.

Ordinarily, allow *at least 48 hours* (Monday – Friday) between the submission of simple, ready-to-upload HTML, Adobe PDF, or WORD (not to be converted) files to the Web master and the time when you require that they be available on the web.

For documents that the Web master must re-format, or convert to HTML or Adobe PDF format for upload to the web site, please allow *at least one week* between the submission of raw web page information and the time when you require that it be available on the web.

Lead-time can be negatively impacted by any of the following factors:

- Volume and technical difficulty and/or number of pages affected.
  Extensive revisions or creation of new pages takes longer. Intensive projects such as that will likely be delayed in favor of quick, small changes. Changes to navigation bars on the left or top or bottom of the page take longer because they affect more than a single page; although I utilize global change processes, those often require substantial cleanup.

- Volume and technical difficulty of changes/updates already in the queue from other departments/offices/faculty.

- Urgency and impact.
  Some requests are urgent or more impactful than others, and I will do my best to accommodate those. Urgency and impact are also influenced by who originates the change requests, as I receive them from both Deans and from the Palmetto College offices, which most often take precedence.

- Timing of your requests.
  The week before classes begin in fall or spring, the first two weeks of each term, and April and November are always extremely busy for web updating. Edits during these times take longer simply due to volume.

- Web master's schedule.
  Other non-web site responsibilities of my campus position, meetings, appointments, annual leave, and sick leave all play a part in my availability.

Factors that will make your website updates happen in a timelier manner:

- If changes have equal urgency, combine them into a single email request to me.

- Be very clear and specific in what you desire. For example, provide me with the URL of the page that has the broken link you are reporting; or, if you require an additional link or option added to a page, WHERE do you want it placed?

- Make sure the URL's you provide are correct the first time. Test them before you send them to me.

- Be satisfied with your images, PDF's, and text before you send them to me. Updating the same files repeatedly is unnecessarily overburdening and add to the request volume that can delay other updates needed.

USING BLACKBOARD TO SUPPLEMENT FACULTY WEB PAGES

All USC Lancaster faculty and students have access to the Blackboard online learning management system located at http://blackboard.sc.edu/. There is a link to Blackboard on most all the site's webpages.

> *"[Blackboard] allows instructors to develop and deliver course materials online. Instructors use Blackboard to post documents, assignments, quizzes and exams and to moderate discussion forums. Students are able to check their grades, submit assignments, and interact with other students and the instructor. Blackboard is used for both traditional face-to-face classes and courses taught entirely online. A Blackboard course is automatically created for every university course."*

> https://www.sc.edu/about/offices_and_divisions/university_technology_services/services/academic/blackboard.php

It is acceptable and may be advantageous for faculty who strongly desire to control the availability of their own online course information to use Blackboard as the primary point of access for course materials such as syllabi and supplementary classroom material, instead of the USCL Web site. In that case, faculty should have an obvious link to the Blackboard site on their faculty page.

Faculty with questions about using Blackboard at USC Lancaster should contact Blackboard Support at bbsupport@mailbox.sc.edu.

SUGGESTED CONTENT FOR FACULTY WEB PAGES

Digital photograph of faculty member
       Contact Shana Dry at 313-7008 or
       Drysf@mailbox.sc.edu
       to have a headshot photograph taken.

Identification: Name, degree, title and/or rank, department

Background: Education and/or employment credentials

Contact info: Office location, campus phone number, e-mail address, and fax

Office hours: *Update these every semester*

Keep It Current! For each new semester, send me your office hours. However, I welcome updates throughout the year.

Link to USCL General Education Goals:
       Include a link.

Courses Taught: Department & Number for each course taught (e.g., ENGL 101)
       Name of each course (e.g., Introduction to Composition)
       Links from each of these to current syllabi online or to Blackboard where
          course materials may be located
       Course descriptions

Curriculum Vitae or a list of publications or a description of your research interests.

University, Campus, Professional, or Community **service** involvement.

Advisement and curriculum information for your discipline or for your advisees.

Links to library electronic resources or sites related to your discipline or program, etc.

Anything else that is important for students to know about you or your program.

ABOUT URL'S

The Web site address is `http://usclancaster.sc.edu` .

Notice there is no "www" anywhere in the URL—a common misconception.

The common format for a faculty member's homepage on the USCL Web site is

`http://usclancaster.sc.edu/faculty/[faculty member's last name]` .

An example is my faculty web page URL:

`http://usclancaster.sc.edu/faculty/harris`

ABOUT THE WEB SERVER

The USCL Web site is physically housed on a Web server belonging to USC's Palmetto College in Columbia, SC.

Knowing that may help one understand that the operational status of the USCL Web site does not necessarily coincide with the operational status of the USCL local network. For example, our local network could be down but the USCL Web site may be fully operational for others accessing it from off-campus; similarly, the USCL Web site may go down because of technical issues with the server site in Columbia, while the USCL network may be fully operational.

ABOUT THE USCL WEB MASTER

Your USCL Web Master is Antonio Mackey. In my web master duties, I report directly to the USCL Dean, while coordinating with all offices, faculty, and staff.

While USCL's IT Department provides important technical support, that department does not provide backup or trouble-shooting for the web. Therefore, in the case of my absence, the USCL IT Department is not equipped to handle requests about web site changes or maintenance. In that case, contact me, Antonio Mackey, at mackeym@mailbox.sc.edu (I do try to check e-mail regularly while off-campus).

Only in an emergency, contact Bob Dyer, Assistant Director, Information Technology, Palmetto College (dyerr@mailbox.sc.edu or 803-777-8294) for **urgent** website updates.

The Web master has responsibility for the content and functionality of the USCL web site and therefore reserves the right to edit pages when appropriate.

Contact Information:
Antonio Mackey, Information Resource Consultant/Web Master
Hubbard Hall 205

mackeym@mailbox.sc.edu | 6-7121 from on-campus | (803) 313-7121 from off-campus