CHARTER PROPOSAL FORMS
CHARTER/POLICY PROPOSAL COVER INFORMATION

1. Name of committee, task force, policy, etc. to be reviewed:

   Web Advisory Committee

2. Name, position, e-mail address, and phone number of the individual primarily responsible for the proposal:

   Dr. Hal White, Executive Vice President
   hwhite@uwf.edu
   ext. 2200

3. Summary of the proposal (do not include rationale):

   Establishes a Web Advisory Committee as a standing university committee. This committee will provide advisory coordination for UWF’s web presence, recommend and provide advice on the implementation of the UWF Web Presence policy to the president through the executive vice president, and the associate vice presidents of marketing communications and information technology.

4. Rationale for the proposal in general (not specific justifications):

   UWF’s web presence, while technically managed and maintained day to day by the UWF Web Team, a cross-divisional staff workgroup comprised of graphics and computer technology experts in the Departments of Information Technology and Marketing Communications, needs an inclusive advisory mechanism for strategic and policy direction that represents all areas of the university that are stakeholders in UWF’s web presence. This standing committee should also recommend to the president, through the Executive Vice President, a body of university policies related to web publishing. It should also advise the president and executive vice president on priorities of web initiatives and projects.
5. **Justification for each specific, substantive component of the proposal:**

   **Regarding membership:**

   - As the senior administrator with the direct responsibility for the Web Team, the Executive Vice President serves as co-chair of the Committee.
   - The Associate Vice President for Marketing Communications and Associate Vice President for Information Technology serve as *ex officio* members as the co-leaders of the Web Team.
   - As Enrollment Services has a significant role in UWF’s web presence, the Associate Vice President for Enrollment Services serves as an *ex officio* member of the Committee.
PROPOSED CHARTER

Web Advisory Committee

Proposed Charter is: New_ X_ or Revision___

Proposal Date: _21 April 2006

NAME OF COMMITTEE OR COUNCIL, TASK FORCE, ETC.

Web Advisory Committee

PURPOSE

The Web Advisory Committee will provide recommendations to the president through the executive vice president, who will consult with the appropriate members of the president’s leadership team regarding the development and maintenance of UWF’s external-facing web presence. The committee will help to ensure a quality image, standard guidelines and a common navigation system. The committee also will provide guidance to the UWF Web Team regarding issues of format, standards, style, and indentia for the UWF web presence.

SPECIFIC RESPONSIBILITIES

1. Provide advice to the president and executive vice president on issues relevant to the governance of the UWF web presence and on priorities of web projects.

2. Provide recommendations to the UWF Web Team on content, organization, and presentation of web-delivered information intended for external audiences.

3. Recommend policies, guidelines, and procedures for web publishing at UWF. Specifically, work with the Web Team to maintain a UWF Web Presence Policy and a UWF Web Style Guide.
4. Advise on future directions and strategies for the best use of the world wide web in achieving the mission and goals of the university.

5. Recommend procedures for approval of requests for new Tier-1 web pages in any UWF domain.

6. Report on web projects and initiatives from the committee members’ various university divisions, colleges, and departments.

MEMBERSHIP REPRESENTATION

The Web Advisory Committee is composed of 15 members, 14 voting and 1 non-voting. That membership is determined as follows:

Five (5) faculty members, voting, one (1) appointed by the Faculty Senate, and the remaining four recommended by the Provost, and appointed by the President, as follows: two (2) from the College of Arts and Sciences, one (1) from the College of Business, and one (1) from the College of Professional Studies. In the College of Arts and Sciences, one member shall be either from Arts and Humanities or from Social Sciences, and one member shall be either from Natural and Physical Sciences or from Computational Sciences.

One student member, voting, recommended by the Student Government Association President to the Vice President for Student Affairs, and appointed by the University President.

One representative from the division of Academic Affairs, voting, recommended by the Provost, and appointed by the University President.

One representative from the library, voting, recommended by the Provost, and appointed by the University President.

One representative from the division of Administrative Affairs, voting, recommended by the Vice President for Administrative Affairs, and appointed by the University President.

One representative from the division of Development, voting, recommended by the Vice President for Development, and appointed by the University President.

One representative from the division of Student Affairs, voting, recommended by the Vice President for Student Affairs, and appointed by the University President.

The Associate Vice President for Information Technology and CIO, voting, ex officio.

The Associate Vice President for Marketing Communications, voting, ex officio.
The Associate Vice President for Enrollment Services, voting, ex officio.

The Executive Vice President, non-voting, ex officio, who serves as co-chairperson.

**MEMBERSHIP AND MEETING POLICIES**

Meetings will be conducted under the most current edition of Robert's Rules of Order, unless specified otherwise below.

The Executive Vice President serves as an ex officio co-chairperson; a co-chairperson shall be elected annually, at the beginning of each academic year, by the voting members from among the non-ex officio, voting membership.

The co-chairpersons shall share all major leadership responsibilities, including calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and time lines, conducting meetings, and reporting outcomes. The co-chairperson who sets a given agenda item shall conduct the meeting during discussion of that item.

Co-chairpersons shall not vote except in the case of a tie, and then only the elected (non-ex-officio) co-chairperson may vote.

Any member who misses more than two regularly scheduled consecutive meetings without cause shall be asked to resign.

The ex officio co-chairperson, or the outgoing elected co-chairperson, or designee, shall be responsible for calling the first meeting of the next academic year, at which time there shall be election of a co-chairperson from among the non-ex officio, voting membership.

**MEETING SCHEDULING, AGENDAS, AND MINUTES**

The Committee shall meet as often as needed to accomplish its goals and responsibilities. The Committee shall meet a minimum of once bimonthly.

Agendas should be distributed in advance of meetings, and written minutes of meetings should be prepared. The Committee must forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus.
TERMS OF APPOINTMENT

Faculty Members:                Three-Year Terms
Divisional Representatives:     Three-Year Terms
Student Representative:        One-Year Term
Others:                        Continuous

Terms begin with the next academic year, unless otherwise noted.

REVIEW

The Charter shall be reviewed annually by the Committee, and recommendations for changes, if any, shall be submitted to the Faculty Senate.

LEGAL REFERENCES

None.

RECOMMENDATIONS REPORTED TO

University President and Executive Vice President, who will consult with the appropriate members of the president’s leadership team regarding the committee’s recommendation.

Dates prepared/Modified by the Governance Committee

(Senate will insert)

Dates Approved by the Faculty Senate

(Senate will insert)

Approved by the Administration

(President will sign and date)

_________________________________________  ______________
University President                                                                                Date