

# Darton College Web Page Check List

Checked By: \_\_\_\_\_ Date: \_\_\_\_\_

For (Department): \_\_\_\_\_

Items	Correct?
<b>Faculty &amp; Staff Directory:</b> ( <a href="http://www.darton.edu/fac_staff/directory.php">http://www.darton.edu/fac_staff/directory.php</a> ) <ul style="list-style-type: none"> <li>- All New Employees have been added</li> <li>- All Employees' email addresses are present and correct</li> <li>- All Employees' phone numbers are present and correct</li> <li>- All Employees' offices are present and correct</li> <li>- All Employees' titles and status are present and correct</li> <li>- All Employees who have left the College have been removed</li> </ul>	Yes / No / NA
<b>Division Faculty/Staff Directory/Bios:</b> (for Academic Divisions) <ul style="list-style-type: none"> <li>- All New Employees have been added</li> <li>- All Employees' titles are correct/up to date</li> <li>- All Employees' who want their photos are present</li> <li>- All Employees' who want their bios included are present and correct</li> <li>- All Employees who have left the College have been removed</li> </ul>	Yes / No / NA
<b>Office Directory:</b> ( <a href="http://www.darton.edu/oit/offices.php">http://www.darton.edu/oit/offices.php</a> ) <ul style="list-style-type: none"> <li>- Division or Department is listed</li> <li>- Alternate ways of looking up the office are included (i.e.: Registrar's Office is also listed as Records Office)</li> <li>- Location, phone number, fax number are correct</li> <li>- Email and web address, if included, is correct</li> <li>- Administrative Assistants and Department Head are correct</li> <li>- Description of the Department, if included, is up to date and accurate</li> </ul>	Yes / No
<b>Web Representatives:</b> ( <a href="http://www.darton.edu/oit/webadmin/reps.php">http://www.darton.edu/oit/webadmin/reps.php</a> ) <ul style="list-style-type: none"> <li>- All are current/correct</li> </ul>	Yes / No / NA
<b>Contact Us:</b> ( <a href="http://www.darton.edu/resources/contact-us.php">http://www.darton.edu/resources/contact-us.php</a> ) <ul style="list-style-type: none"> <li>- All are current/correct (check at: <a href="http://www.darton.edu/oit/webadmin/contact.php">http://www.darton.edu/oit/webadmin/contact.php</a>)</li> <li>- New areas have been added</li> </ul>	Yes / No / NA
<b>Pictures</b> – Have been changed out at least 1 time this year, if not 2 times It is the President's request that images be changed out at least every 6 months (especially those images that date themselves). If you need help obtaining images, please contact Lisa Burton in the Communications & Marketing Department.	Yes / No
<b>Links</b> – All links in the department's/division's area have been checked and are working/going to the correct pages/sites.	Yes / No
<b>Policies</b> – All policies in my area have been checked for accuracy, are the most current versions of the policy, and have no spelling or grammar errors	Yes / No / NA
<b>Programs (for Academic Divisions):</b> <ul style="list-style-type: none"> <li>- All New Programs have been added</li> <li>- All Programs have the most current information</li> <li>- All Programs have an engaging introduction paragraph free of spelling and grammatical errors</li> <li>- All text is written in a fashion that makes the material easy to read and understand</li> <li>- All Programs have photos that look new and current with the times</li> <li>- Any programs that no longer exist have been removed completely from the web (do not forget the online web pages)</li> </ul>	Yes / No / NA  (only NA for <b>non-Academic Divisions</b> )

<b>Forms</b> – All have been checked to see that they are current, are working properly, and are going to an email where someone is able to read and respond to the person in an appropriate fashion.	Yes / No / NA
<b>Hours</b> – All Office Hours, Open Hours, etc that are displayed on our web site are current for the present semester.	Yes / No / NA
<b>Phone Numbers</b> – All Phone and Fax numbers currently displayed on the department/division web site are correct.	Yes / No / NA
<b>Department Heads, Coordinators, Directors, Admin. Assistants</b> – The personnel listed on the pages are all current, including emails, phone #s, office #s, etc.	Yes / No / NA
<b>Catalog Information</b> – Any information on the department/division pages that references the College Catalog, is correct with the most current version of the catalog and/or references the correct page in the most current catalog, or provides a general/generic statement directing persons to the most current version of the Catalog.	Yes / No / NA
<b>Course Information</b> – Any course information listed on our site is the most current version of that information.	Yes / No / NA
<b>Procedures</b> – Any procedures listed on our site (that requires a student and/or patron to take specific steps to accomplish a task) are correct & current, as well as clearly spelled out so that the student and/or patron readily understands what is required of them.	Yes / No / NA
<b>Costs</b> – Any pages that list the cost of attendance, cost of books, cost of housing, etc, have been checked to see that they are current and in no way misleading to a student and/or parent.	Yes / No / NA
<b>PDFs</b> – Any PDF files on the department/division pages have been updated with the most current information or have been removed from the web site.	Yes / No / NA
<b>Multimedia Files</b> – Any multimedia files (videos, power point presentations, etc) provide current information, any images used are not drastically out-dated, and if necessary provide the technical information required to open and view the file.	Yes / No / NA
<b>Accreditation &amp; Approval</b> – All areas where accreditation is listed is up to date with the most current information (including: <a href="http://www.darton.edu/visitors/accreditation.php">http://www.darton.edu/visitors/accreditation.php</a> )	Yes / No / NA

Notes/Comments: