Teachers College Website Change Management Procedures

The Teachers College (TC) website is a critical resource to daily operations and as such is subject to change to ensure that the content is accurate and appropriate. Below are general guidelines and procedures for submitting approved changes to the TC website.

General Guidelines

• All changes to the TC website require approval from the appropriate content owners.

• The content owners, designated by each department chair, are responsible for reviewing, approving, and submitting all related content edits for their respective areas of the TC website via email to Debbie Branscome, dabranscome@bsu.edu, and cc Anita Welch, agwelch@bsu.edu.

• Content owners are to provide content changes in a digital form that can be effectively copied from the source to the TC website.

• Content changes are to be submitted via a PDF as an attachment to the TC Website Revision Request Form.
  - Photos or video files must be submitted along with all necessary release forms.
  - Hard copy marked up pages are not acceptable and will not be accepted as approved changes.

Procedures

• Content owners are to review their respective web pages periodically for accuracy of information.

• If changes are necessary, the content owner is to submit a TC Website Revision Request Form to Debbie Branscome, dabranscome@bsu.edu, and cc Anita Welch, agwelch@bsu.edu, detailing all requested changes.

• Debbie Branscome will work directly with the Digital Strategist assigned to TC and the content owners to make the necessary changes within 7-10 working days.

• Debbie Branscome will notify the content owners if the requested changes will take longer than 10 days.

• Once the requested changes have been made and are “live” on the TC website, confirmation on the completed request will be sent to the content owners.