

**Ivan Allen College of Liberal Arts
Inventory of Online Resources**

Effective: July 1, 2023

Title	URL	Authorized Administrators	Related Subpages
Ivan Allen College of Liberal Arts (IAC) website	iac.gatech.edu	Management: IAC Comms Arbitration: Office of the Dean	<ul style="list-style-type: none"> • About • Schools • Academics • Students • Research • Community • People • News and Events • Experts
IAC social media	<ul style="list-style-type: none"> • https://twitter.com/GTliberalarts • https://www.instagram.com/ivanallencollege/ • https://www.facebook.com/gtliberalarts/ • https://www.linkedin.com/school/gtliberalarts/ • https://www.youtube.com/user/IvanAllenCollege • https://open.spotify.com/user/31usjsybiixplabmxmzhrgvqwtu 	Management: IAC Comms Arbitration: Office of the Dean	<ul style="list-style-type: none"> • Twitter • Instagram • Facebook • LinkedIn • YouTube • Spotify
Ivan Allen College Academics and Research: Schools, Centers, Programs: websites and social media	<ul style="list-style-type: none"> • Schools: <ul style="list-style-type: none"> ○ Economics ○ History and Sociology ○ Literature, Media, and Communication ○ Modern Languages ○ Public Policy ○ Sam Nunn School of International Affairs • Reserve Officers' Training Corps 	Management: IAC Comms Arbitration: Office of the Dean and, where applicable, individual faculty program director(s)	<i>See individual sites at left for subpages and social media accounts.</i>

	<ul style="list-style-type: none"> • Interdisciplinary Majors and Graduate Programs: <ul style="list-style-type: none"> ○ M.S. in Human Computer Interaction ○ M.S. in Cybersecurity ○ IAC Graduate Degree Programs • Research in Academic Schools and Research Centers 	and/or principal investigator(s)	
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**Ivan Allen College of Liberal Arts
Online Resource Management Procedures**

Effective: July 1, 2023

Pursuant to the Georgia Tech Policy on Ownership, Control, and **Use of Institution Online Resources** ([available HERE](#)), the **Ivan Allen College of Liberal Arts (the “Unit”)** has adopted the following unit-level procedures regarding the creation and management of online resources under its control. These procedures provide the method(s) of establishing the Unit’s online resources, the Unit’s management of existing online resources, and the deletion of online resources no longer needed. These procedures also establish the process for review and approval of content created on or posted to the Unit’s online resources. The primary purpose of the Institute’s and the Unit’s Online Resources are to further Georgia Tech’s educational and research mission.

For any type of action requiring approval under these procedures, including the posting or removal of content, the approving individual or office may adopt a written set of standards to govern such type of action, and provided that an action complies with the applicable written standards, the action shall be considered approved. Such standards could include, among other things, descriptions of acceptable content and processes for the creation and management of webpages or social media accounts.

The Unit maintains an inventory of its online resources and updates the inventory on a regular basis. In its inventory, Units should identify all roles and/or positions with authority and ability to publish online resources to the Unit’s webpage and social media accounts. Units should develop procedures for removing individual’s editing privileges to the Unit’s website and social media accounts in the event they leave the Institute, change roles, or for some other applicable reason. Unit’s Institution Online Resources are managed according to type, as follows:

1. Internet Domains and Pages:

- a. **Domain Management.** The purchase, acquisition, or divestiture of Unit web domains must be approved in writing by a **Unit Dean, Director, or School Chair**. Official Unit web domains are maintained and managed by **Ivan Allen College IT Services**.
- b. **Webpage Approval.** The creation and deletion of Unit web pages/sections must be approved by a **Unit Website Administrator or Owner**.
 - i. Approval authority may also be delegated to another designated employee in the Unit for all web pages, or for specific projects. Delegation will be documented in writing, which may be through an email, or by the creation of an administrative account for the delegated editor.
- c. **Webpage Management.** All Unit webpages are maintained and managed by **Unit Website Administrators, Owners, and their delegated editors**, with the additional provision that maintenance and management may be delegated to departments or centers within the Unit as appropriate.
- d. **Content Standards.** Content created on or posted to the Unit’s internet domains and/or webpages shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.

2. Social Media Accounts:

- a. **Account Management.** The creation, management, and deletion of Unit social media accounts must be approved in writing by a **Unit Dean or Director, or School Chair**.
 - i. Approval authority may also be delegated to another designated employee in the Unit for all departmental/divisional resources or for specific projects.
- b. **Content Standards.** Content created on or posted to the Unit’s social media accounts shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.

3. Podcast Platform Accounts:

- a. **Account Management.** The creation, management, and deletion of Unit podcast platforms must be approved in writing by a **Unit Dean or Director, or School Chair**.
 - i. Approval authority may also be delegated to another designated employee in the Unit for all departmental/divisional resources or for specific projects.
 - b. **Content Standards.** Content created on or posted to the Unit's podcast platforms shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.
- 4. **Digital Publishing Platform Account:**
 - a. **Account Management.** The creation and deletion of Unit publications housed in Zoomforth or Issuu, the Unit's digital publishing platforms, must be approved by a **Unit Dean or Director, or School Chair**.
 - i. Approval authority may also be delegated to another designated employee in the Unit for all departmental/divisional resources or for specific projects.
 - b. **Content Standards.** Content created on or posted to the Unit's Zoomforth or Issuu accounts shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.
- 5. **Removal of Content/Resources:**
 - a. **Obsolete Resources.** The Unit will periodically review its inventory of Institution Online Resources and delete or take offline those that are no longer needed in accordance with any applicable records retention policies and procedures.
 - b. **Unapproved Resources and Content.** Unapproved or improperly created or posted resources and/or content shall be removed by the individual and/or office with responsibility for approving such type of resource and/or content.
 - c. **Content Moderation Standards.** Institutional control of online resources ensures that content that may be viewed as institutional speech is aligned with Georgia Tech's mission and values. Content that does not comply with applicable policies and/or does not align with Georgia Tech's mission or values is subject to editing or removal.

Procedures should be reviewed annually and updated if appropriate.