CAMERON UNIVERSITY
AggieAccess Tab/Fragment Policy

Policy Statement

A set of standards for addition and maintenance of tabs/fragments in the AggieAccess portal.

Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

Who Should Know This Policy

√ President
√ Vice Presidents
√ Deans
√ Department Chairs
√ Directors

√ Faculty
√ Students
√ Other Groups
√ All Employees

Responsibilities

Responsible for Policy
University Officer Responsible
Keith Mitchell   Senior Director of Public Affairs

Procedure

Cameron University for AggieAccess Tabs/Fragments
Tabs are click-through navigational tools in the AggieAccess portal that contain channels with a common theme. Predefined tabs appear in the AggieAccess portal according to a user's role.

The AggieAccess Administration Committee has created a set of default tabs. Those tabs are: Home (all role), My Info (student role), Employee (employee and faculty roles), Admin Services (employee and faculty supervisors role), Faculty (faculty and advisor role), Campus Life (student role), Pandora (student role, Governance (employee role), and Help Hub (all roles).

Channel content should be examined for inclusion in one of these default tabs before creating a new tab in the default portal layout.

The AggieAccess Administration Committee has final authority regarding the tabs that will be included in the portal for distribution to other roles, the channels included in the tabs, and the people who are tab owners.

Tab Administration
- Each tab shall have a Tab Administrator that oversees the tab.

Requests and Approvals for New Tabs
- A completed request form must be submitted to the AggieAccess Administration Committee by the proposed Tab Administrator. Tab Administrators must be employees of the University.
- Requests must include the proposed tab name, target audience/role(s), proposed default channels, and why existing tabs are inappropriate for the proposed tab content.
- Administrative offices and academic departments at Cameron are eligible to request a tab.
- The tab must meet the following criteria:
    - The content must not be duplicated in any other tab or channel.
    - The scope of the content for the tab should be substantial (recommend 5-6 channels).
    - The tab must be role-based and oriented around the key roles of Student, Faculty, Employee and All.
    - Additional roles (e.g., prospective students or alumni) may be accorded tabs as long as the other tab content criteria are met.
    - There must be a written plan for tab maintenance.
    - Determination will be made as to whether the tab will be subscribed to or will be pushed to the target audience.
    - The tab must meet all technical requirements.
    - The Tab Administrator will first set up the tab on the "test" server and, once it has been approved, will set up the tab on the "production" server.
- The AggieAccess Administration Committee will give final approval to establish the tab.
- The AggieAccess Admininstration Committee will check periodically to ensure that tab maintenance is on-going.

Key Elements for Tab Creation
The AggieAccess Administration Committee will look at the following key elements when making the decision to approve the establishment of a new tab.

- How will the addition of this tab affect the overall layout for the role(s)? What role(s)?
- Can the "information need" be met by a channel instead?
- What is the scope of content that requires the tab? (Suggested minimum 6 channels)
- Has the proposed content been reviewed and deemed tab worthy?
- Can the content be added to an existing tab instead?
- How is the tab going to be supported and managed?
- Is the tab pushed or subscribed?
- Can the tab be moved and/or removed?

Tab Naming
- The tab name is proposed by the Tab Administrator and is approved by the AggieAccess Administration Committee.
- The title should convey the information found on the tab.

Tab Positioning
Tabs can be:
- Locked down (cannot be moved or removed).
- Movable (can be rearranged but not removed).
- Removable (can be rearranged and can be removed).
- Subscribable (not pushed by default).

Determination of tab position will be made by the AggieAccess Administration Committee.

Tab Inactivity Policy
- All tabs will be reviewed periodically for maintenance and relevancy.
- Tab Administrators will be notified of possible removal if there has been no maintenance or updates within six months.

The AggieAccess Admin Committee reserves the right to amend or delete any tab they deem inappropriate.

Contacts

Policy Questions: Keith Mitchell, Senior Director of Public Affairs, 580-581-2211

Forms

In support of this policy, the following forms are included:
None

Policy History

Policy
Issue Date: January 2010
Reviewed, no revision: February 2016
Revised: