

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
COMMUNICATIONS UNIT
SIP-1625**

SUBJECT: Publication And Productions.

REFERENCE: None.

ORIGINATION: December 09, 2008.

EFFECTIVE: December 09,2008.

REVIEWED: August 31, 2010.

SECTION 1. PURPOSE

1.1 To establish policy and procedure governing publications and productions of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All College employees.

SECTION 3. DEFINITIONS

3.1 None..

SECTION 4. PROCEDURE

4.1 None.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Senate Resolution: The procedures should assure that academic freedom and freedom of the press are protected, that productions are of good quality, and that a good image for the college is maintained.

6.2 If any projected production or publication is undertaken by an individual, he/she assumes sole responsibility for the total package and the college's name shall not appear on it.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Procedures

7.1.1 If any projected production or publication other than in-house correspondence is being packaged as

representative of the College with its name appearing on it, the following procedures are put into place:

7.2 Creation

- 7.2.1 Idea: Any person(s) who wishes may develop an idea of printed or non-printed character for production or publication project.
- 7.2.2 Method: The ideator(s) must then establish if the project will be accomplished by audio/visual/print method(s) and at which location.
- 7.2.3 The ideator(s) must submit in writing the project idea to the appropriate unit supervisor (who may or may not be the ideator's immediate supervisor) for initial approval who will then be designated as project supervisor and who will have ultimate responsibility throughout the project production process. At this point, he/she endorses the project idea by signing the PPPP Form.

7.3 Planning

- 7.3.1 The ideator(s) must identify the need to be served by the project.
- 7.3.2 Materials: The types and amounts of materials must be specified and the character of the project must be established in rough copy.
- 7.3.3 Production: Considering the method, cost and time frame, an internal or external production will be decided upon.
- 7.3.4 Distribution: Once the target date for distribution has been established, it must be decided to whom the project will be distributed and in what manner, the selling price, and the individual(s) responsible for the distribution.

7.4 Approval

- 7.4.1 Review: After having received the project draft, the supervisor reviews it, If changes are recommended, it is returned to ideator(s) for reappraisal, or:
- 7.4.2 Approved: The project draft is fully approved for production, or:
- 7.4.3 Disapproved: The project draft is disapproved. Such denial may be appealed by the ideator(s). (The appeals process is delineated at the end of this document.)

7.5 Production

- 7.5.1 Editing: Upon receipt of the approved project draft, the production unit reviews, edits and plans for expeditious final copy.
- 7.5.2 Production(s): The project's final copy is produced, reviewed and finished as being ready for approved release.

7.6 Approved Release

- 7.6.1 The project supervisor (or the President, if the appeals process is required) will review the final production copy.
- 7.6.2 If the production copy is satisfactory, he/she signs the release for distribution section of PPPP form, OR:
- 7.6.3 If the production copy is unsatisfactory, the copy is returned to production with recommendation(s) for modification.
- 7.6.4 Once the production copy has been approved for release, the signed PPPP form will be placed on file with the Director of Information Office.

7.7 Distribution

- 7.7.1 The distribution will be accomplished as designated in Section 2, of this policy.

7.8 Appeals

- 7.8.1 Upon disapproval by the project supervisor, the ideator(s) may appeal the denial to the appeals committee by submitting the disapproved PPPP form to the President with a formal letter requesting reconsideration of the proposal.
- 7.8.2 The appeals committee shall be appointed by the President and will consist of:
 - 7.8.2.1 2 Faculty Senate members
 - 7.8.2.2 1 Classified Staff Senate Member.
 - 7.8.2.3 1 Technology Services Member.
 - 7.8.2.4 1 Student Services Member.
 - 7.8.2.5 1 Financial/Administrative Service Member.
 - 7.8.2.6 1 President's Appointee (serves as chairperson and votes only in tie.)
- 7.8.3 The appeals committee will review the appeal and render its decision to the President.
- 7.8.4 The President will act upon the decision by upholding or denying the appeal by signing the PPPP form.
- 7.8.5 If the appeal is upheld, the project is then sent to production.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: December 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-1625 was rescinded by the Board of Governors to become a unit procedure on December 09, 2008.