



Lyndon State College
Policies and Procedures

No. 462
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Ref: Business
Date: 11/1/08
Approval: *CA Moore*

TITLE: Policy and Process LSCStuAll List

Policy Procedure Rule Regulation Form

1.0 Policy

In conjunction with the increased use of the portal, requests from students for more messages to be posted to the portal, and the continuing use of lists for posting lost items or items for sale (for which there are other policies and other venues), messages to LSCStuAll shall be forwarded to a list facilitator before going out to the entire list. The only exception will be users granted access to send directly to LSCStuAll (see 2.0 below).

Facilitators will be trained to review the content of each message, and to post it to the full list if it does not violate our email list guidelines (4.0 below). Messages that violate our policies on solicitation, conditions of acceptable use, and the handling of lost and found items or items for sale will be directed back to the sender with an explanation. Forwarding messages to the full list will be a job priority for list facilitators, with an agreement that messages should not sit in the queue for more than four hours during the normal business day (8:00 a.m. to 4:00 p.m.) when the college is in session.

2.0 Users granted access to send directly to LSCStuAll

- The administrative assistants to the faculty, the executive assistant to the president, the assistant to the dean of academic & student affairs, the assistant to the dean of administration, the administrative assistant to the dean of institutional advancement, the staff assistant for student life, and the admissions assistant
- President
- Deans, associate/assistant deans
- Professional student life staff
- Information technology staff
- Director of public safety
- Registrar/student services

3.0 Facilitators

- The executive assistant to the president, the assistant to the dean of academic & student affairs, the assistant to the dean of administration, the administrative assistant to the dean of institutional advancement, the staff assistant for student life, and the admissions assistant
- Director of student life
- Information technology staff

4.0 Email list guidelines:

- Less than 1mb including images and attachments
- Sent in plain text format if possible
- Has been reviewed for accuracy
- Is set to expire
- Does not violate college policy
- Is relevant to a majority of the student population (>85%)
- Has been coordinated so that duplicates are not sent