

PROPOSAL: UPDATE OF LISTSERV RULES

October 4, 2017

For the consideration of the ISIT Committee:

I have reviewed and updated the listserv guidelines and rules for the use of BC_all.

The most recent rules and guidelines (that I could find) can be found on the ISIT committee webpage at: https://committees.kccd.edu/sites/committees.kccd.edu/files/Rules%20for%20Use%20of%20BC_ALL%20-%202015%20Update.pdf

This specific document (last updated in 2015) needs updating to reflect new personnel managing the approvals for this listserv.

In addition, I have added a second page for proposed rules for the Enrolled_students listserv. Following a similar format, I worked in collaboration with Nicky Damania, Director of Student Life, to create the rules we felt fit the listserv best with our students in mind. We are open to suggestions from the ISIT Committee and have a real need for rules and guidelines to help us determine and filter appropriate submissions.

Thank you for considering this update.

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Proposed Guidelines for Use of Listserv: BC_all

Because BC_all is a moderated list that broadcasts messages to all Bakersfield College campus and District Office employees, users who submit messages for approval must observe the following documented rules for its use. Approval of BC_all messages can take up to 24 hours. If messages are of an urgent matter, please contact monika.scott@bakersfieldcollege.edu.

Please note the following:

- All Bakersfield College employees are automatically subscribed to the BC_all Listserv
- Students are not subscribers
- The moderator, designated by the BC President, is given the authority to determine the appropriateness of messages dispersed via the BC_all listserv with the following rules in mind.

The following are guidelines and parameters for distribution via the BC_all Listserv.

1. Messages must be for the sole purpose of college employees to communicate only work-related information to all employees and staff.
2. Messages must contain information for all employees.
 - a. Messages geared towards a certain segment of the campus community are sent via their appropriate community listserv: bc_faculty, bc_classified, bc_admincounc, etc.
 - b. Each community listserv is unmoderated and do not have set rules for use, but appropriate professional decorum is needed when using any BC listserv.
3. Allowed messages include, but not limited to:
 - a. System interruptions
 - b. Department/service closures
 - c. Non-critical campus issues/updates
 - d. New personnel announcement
 - e. Campus events and activities hosted on campus or by BC departments
 - f. Student announcements
4. Messages that would not be approved include, but not limited to:
 - a. Garage sales
 - b. Lost pets
 - c. Side businesses
 - d. Non-BC related community events
 - e. Replies or forwarded messages will not be allowed.

Directions for emailing BC_all:

1. Open a new email message in Outlook or Outlook Web Access.
2. Enter bc_all@listserv.bakersfieldcollege.edu in the "To:" box.
3. Compose your message.
4. Send your message.

Guidelines for Use of Enrolled Students Listserv

The enrolled_students Listserv (enrolled_students@email.bakersfieldcollege.edu) is highly protected and enforced listserv that broadcasts messages to the entire student body. Messages may be sent to the full student body that pertain to the students, help advance their learning and experience at Bakersfield College.

Please note the following:

- All enrolled students are subscribers on this listserv
- Due to the nature of this listserv, the following positions have direct access to send messages:
 - Director of Public Safety
 - Director of Student Life
 - Marketing and Public Relations Manager
 - BCSGA President
- To communicate messages to the student population regarding department or program events, please consider utilizing the student weekly newsletter - www.bakersfieldcollege.edu/pulse.

The following are guidelines and parameters for distribution via the Enrolled Students Listserv.

1. Messages must be for the sole purpose of the college to communicate only BC related information to students.
2. Allowed messages include, but not limited to:
 - a. System interruptions
 - b. Department/service closures
 - c. Non-critical campus issues
 - d. New personnel announcement
 - e. Campus events and activities
 - f. Student announcements
3. Messages that would not be approved include, but not limited to:
 - a. Non-BC related community events
 - b. Messages for only a particular department/program/club/campus community
 - c. Garage sales
 - d. Side businesses
 - e. Lost pets
 - f. Individual job postings
 - g. Replies or forwards will not be allowed

To have a message considered for approval to the Enrolled Students Listserv:

- Please contact one of the following:
 - Director of Public Safety
 - Director of Student Life
 - Marketing and Public Relations Manager
 - BCSGA President