August 29, 2011

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Eileen Goldgeier, Vice Chancellor and General Counsel
              Marc Hoit, Vice Chancellor for Information Technology

SUBJECT: Policies/Regulations/Rules Website

On July 1, 2011, the newly redesigned Policies/Regulations/Rules (PRR) Web site was launched as part of a collaborative effort between the Office of General Counsel and the Office of Information Technology. Currently the university has 500+ PRRs. In addition to reviewing and revising the PRRs for efficiency and effectiveness, it was important to have a Web site framework that could be easily managed and more efficiently migrate the site's tremendous amount of data.

You will find the new PRR Web site offers the same content layout across the eleven functional categories which are aligned with the administrative structure of NC State. The new site has several new convenient features. First and most importantly, the **search engine** limits searches to within the PRR site only. Next, viewers can select the **"RSS Feed"** (Really Simple Syndication) feature to be notified any time a particular PRR is updated. The RSS feed is Web standard format used to publish Web updates and will push the updates to your reader or email. The **"View All"** feature allows you to view all policies, regulations, rules or repealed documents as a group. The **"Other Pages in this Category"** feature is an automated list of other pages that are both published and tagged with the same category name as the currently displayed page. The **"What's New"** (formerly "Updates") page shows all the PRRs that have been recently updated by date including a summary of the changes. The **"PRR Archives"** (formerly "Additional History") page provides the historical and print friendly versions in one easy to retrieve location.

The PRR Web site is a living tool constantly evolving to provide the most efficient and user friendly resources for the campus community. For this reason, viewers are encouraged to utilize the **"Feedback"** feature to make recommendations or suggestions. As a university administrator, it is important to be aware of NC State's PRRs. Therefore I encourage you to spend some time familiarizing yourself with the new Web site at http://policies.ncsu.edu/.