

# **ANNUAL REPORT**

Graphics Standards and Web Page Committee

**University of North Alabama**  
**Florence, Alabama**

**Dr. Melissa M. Driskell**  
*Committee Chair*

**03/12/2015**  
Date submitted

Submitted to: \_\_\_\_\_  
Title/Committee (if applicable)

\_\_\_\_\_  
Date received

# UNIVERSITY OF NORTH ALABAMA

## ANNUAL REPORT 2013/2014

### I. Executive Summary

The Committee's focus this year was completing the edits of the graphics standards manual, *An Illustrated Guide to Graphics Standards*. The committee has been working closely with the Office of University Communications to update this guide.

### II. The Committee's Charge

1. To serve as an advisory committee on the establishment and implementation of the University's uniform graphics standards policies
2. To gather and review information on the use of University graphics on and off campus and assess University graphics standards in light of the information obtained
3. To review the UNA Web Page regularly and to recommend changes to the page to ensure that it contains accurate, up to date information consistent with the graphic standards of the University
4. To propose changes for the improvement of University graphic and web materials and their uniform use

### III. The Committee met on the following dates:

September 2, 2014

### IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

1. The committee finalized the edits of the Graphic Standards Handbook for publication online to be used by students, faculty, and staff.
2. As chair I have also had several inquiries about graphic use and have provided help to guide those people to appropriate use.
3. The New revised guidelines are available on the UNA website.

### V. What were the Committee's formal recommendations?

The Committee approved the publications of the edited Graphic Standards guide.

VI. What does the Committee plan to accomplish

A. In the coming year?

We have no outstanding tasks. Help as needed.

B. In future years?

Continue to work on improving graphic standards and web communications at the University. We would also like to know if we have the ability to make minor changes on the Guide document as the need arises without having to seek approval from the SG committee each time?

VII. What are the Committee's weaknesses?

The committee suggested that it might be useful to have a graphic design faculty as a member by position.

Additionally, we would also like to know if we have the ability to make minor changes on the Guide document as the need arises without having to seek approval from the SG committee each time?

A. What can the Shared Governance Committee help you do to address the weaknesses?

Can the committee clarify this questing above?

VIII. Comments.

None