

## **Nunez Public Information and Publication Procedure**

All promotional or informational communications (written, oral and digital) intended for publication and/or dissemination to individuals or groups outside of Nunez Community College students, faculty or staff must first be submitted to the Office of Communications for review. The Office of Communications will ensure the accuracy, quality and consistency of said communications with all relevant departments. Furthermore, the submitting individual or department must receive written confirmation and approval from the Office of Communications that said communications meet an acceptable standard prior to publication or dissemination.

Communications not intended for publication or promotion of Nunez Community College (e.g. emails between individuals, academic course materials, etc.) will be exempted from the above policy.

### **LCTCS Policy Compliance**

All Nunez Public Information and Publication procedures will adhere to the Louisiana Community and Technical College System's (LCTCS) Internal and External Communications Policy (6.027) and Social Media Policy (6.042).

#### *6.027 LCTCS Internal and External Communications Policy*

[https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778112/0053a96c-584f-11e8-b8b1-12be56b8d5f6/file/6027\\_Internal-and-External-Communication\\_12202016.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778112/0053a96c-584f-11e8-b8b1-12be56b8d5f6/file/6027_Internal-and-External-Communication_12202016.pdf)

#### *6.042 LCTCS Social Media Policy*

<https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/2112943/57230ea2-ab5b-11ea-871d-0a6d6ca3a229/file/Social%20Media%20Policy%206.042.pdf>

### **Recruitment and Program Materials**

All recruiting materials and promotional materials pertaining to individual academic programs at Nunez will be reviewed annually to ensure the accuracy and timeliness of information presented in said materials. The Office of Student Affairs will be responsible for ensuring that all information included in recruitment materials is current and accurate. Program Chairs from each program will be responsible for ensuring that all information included in program materials is current and accurate.

### **Disclaimers on Printed Materials**

All printed recruiting and promotional materials will include disclaimers specifying Nunez's compliance with Title IX and Southern Association of Colleges and Schools Commission on Colleges policies.

Additional disclaimers will be included when necessary to disclose funding sources used in the production of printed recruiting and promotional materials.

### **Social Media**

The Office of Communications will maintain access to and supervision over all official Nunez social media accounts to ensure accuracy, quality and consistency of social media posts. Nunez employees may be given access to post on official social media with the approval of the Office of Communications.

A handwritten signature in black ink, appearing to read "John M. [unclear]", is located at the bottom of the page.