

Employee Questions/Comments
2626-Standardized Email Signature for Faculty and Staff

Questions/Comments #1	
Questions/Comments	<p>Ok. What about those that are off campus? Do we need to add our address or something?</p> <p>Monica Ravenstein</p>
Overseer Response(s)	<p>In the template, update the address to the campus you work for. Do not include personal addresses in your signature.</p> <p>We have added templates for all locations.</p> <p>Amanda Staab/Connie Wagner</p>

Questions/Comments #2	
Questions/Comments	<p>Our office does require the FERPA policy at the bottom of our emails for transparency. Would this be discussed?</p> <p>We have our office hours, summer hours, and closures listed. We also have our Pay the College link. We need guidance on how they want this information on our signatures.</p> <p>Laura Stutzman</p>
Overseer Response(s)	<p>The brand guide states that links may be included for Barton services or web pages. (page 35, bullet 3)</p> <p>Reworded that bullet slightly to include office hours, policy notices, or other statements approved within institutional signatures.</p> <p>An example for her signature has been added to the template. This example may also be used by others with similar needs.</p> <p>Amanda Staab/Connie Wagner</p>

Questions/Comments #3	
Questions/Comments	<p>In any case, I consider the policy sound and was impressed with the designs. I felt the Comms office did a great job of balancing a need for consistent branding with a variety of choices. One question that might be worth asking: Are the graphics in Options 2, 3, and 4 accessible? (Do they have alt text, etc.?) This speaks more to the designs than the policy, though.</p> <p>Just wanted to add to this: The light gray title under the name in our proposed email templates prompted Outlook to post an on-screen message to me, suggesting I use a slightly darker gray, for accessibility. So, the text accessibility may be something to discuss, too.</p>

	Nicole Frank
Overseer Response(s)	<p>We will include ALT text on the graphics in the Word document template file.</p> <p>We will include directions to include ALT text on any other brand logo images that may be included in the signature. We will set all of the ALT text, however if they are using their department logo, sports logo, etc., they will have to set their own ALT text or get with us to assist them in setting it up.</p> <p>The gray text color has been updated to an ADA compliant gray.</p> <p>Amanda Staab/Connie Wagner</p>

Questions/Comments #4	
Questions/Comments	<p>In terms of implementation, will this be an automatic process, or one that IT/Com/Others can assist with? I see it being a struggle to implement immediately (with a due date, I'll assume for compliance's sake) across all devices and all faculty. If there's an easy way to do it across the campus for all accounts, that would be <i>super</i> ideal, as I see inertia for all faculty across all devices to have consistency (such as, when I'm sending an email from my phone, a different device, or am logging in somewhere else on campus while covering a class, which is what I'm doing now, my default saved signature block won't be present on this computer). Maybe it's not as big of an issue for those who use web-based Outlook, but I can see it not being something that gets adopted quickly and seamlessly across the institution, leading to supervisors needing to "police" and "enforce" the change in whatever way they see fit.</p> <p>Don't mis-hear me—I think it's a phenomenal change and will add consistency and build a stronger brand image/ customer service, however, I just see potential implementation struggles and the eventual conversation of "how do I get people to comply that haven't already" and "how do we enforce this for all devices, for all adjuncts/faculty/staff, at all times" questions.</p> <p>It's particularly front of mind because I'll be manually typing out my signature block (I am using a machine I've never logged into before, so none of my default signatures populate.)</p> <p>Thanks for the clarification on this!</p> <p>Joshua Winkler</p>
Overseer Response(s)	<p>Creating email signatures will be the responsibility of the employee following the directions in the Word document template.</p> <p>We will include instructions on how to add signatures for the web-based Outlook as well as for mobile devices using IOS and Android phones.</p>

	<p>We expect all employees to follow the guidelines and supervisors will be in contact in the event that one of their employees is not following them.</p> <p>Amanda Staab/Connie Wagner</p>
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<u>Questions/Comments #5</u>	
Questions/Comments	<p>Quick question about the email sigs - Can we change out the College features for Foundation ones in ours? For example - the mission and website in option 1 or 2 and add in the Foundation logo in place of socials? If I were to make one for the Foundation, could it be approved as an "official" one for my staff and me?</p> <p>Lindsey Bogner</p>
Overseer Response(s)	<p>Yes. We will include options on the template for Foundation Office, Alumni Office, and Shafer Gallery.</p> <p>Amanda Staab/Connie Wagner</p>

<u>Questions/Comments #6</u>	
Questions/Comments	
Overseer Response(s)	

<u>Questions/Comments #7</u>	
Questions/Comments	
Overseer Response(s)	

<u>Questions/Comments #8</u>	
Questions/Comments	
Overseer Response(s)	