

# Whitman College Listserv Moderation Policy

Whitman College manages three listservs (Google Groups) which are moderated by staff members in the Office of Communications. The purpose of these groups is to allow members of the Whitman community to share events and useful information with each other.

Because these groups are moderated by humans, posts are generally processed every few hours during standard office hours (Monday–Friday, 8 a.m. to 5 p.m.) and less frequently outside of those hours. Posts will never be modified by the moderators. A post will either be approved as is or will be rejected if it is in violation of the moderation policy.

Moderators apply rules equally based on whether the content aligns with the listserv guidelines. Moderators do not discriminate based on the identity of the person or group making the post. To contact the list moderation team, email [listmoderator@whitman.edu](mailto:listmoderator@whitman.edu).

## Moderated Listservs:

### **Campus Announcements** ([campus-announcements@whitman.edu](mailto:campus-announcements@whitman.edu))

The Campus Announcements group is for reaching students, faculty and staff with Whitman-specific content, such as events and activities by Whitman departments, offices and Whitman-recognized student clubs. Students, faculty and staff are automatically subscribed to this group, but may choose to unsubscribe at any time.

### **Community Announcements** ([community-announcements@whitman.edu](mailto:community-announcements@whitman.edu))

The Community Announcements group is for reaching students, faculty and staff with non-Whitman content, such as events and announcements by community groups and organizations, informal employment opportunities (house sitting, pet sitting, odd jobs, etc.) and requests for community recommendations (plumber, landscaper, etc.). Students, faculty and staff are automatically subscribed to this group, but may choose to unsubscribe at any time.

## Moderated Listserv Guidelines:

Posts to any of the moderated groups should adhere to the following guidelines:

- All messages must align with the intended purpose of the listserv.
- Posts may be denied if there is another group dedicated to that type of post, such as:
  - [forsale@whitman.edu](mailto:forsale@whitman.edu) - for buying, selling, trading or giving away items.
  - [lostandfound@whitman.edu](mailto:lostandfound@whitman.edu) - for lost or found items.
  - [rides@whitman.edu](mailto:rides@whitman.edu) - for transportation requests and offers.
  - [offcampushousing@whitman.edu](mailto:offcampushousing@whitman.edu) - for off campus housing and roommate searches.

- To avoid excessive amounts of email, posts should be limited to once per day (updates and corrections may be allowed for clarity).
- Posts may be denied if the moderator did not see it in time for the information to be relevant. Moderation happens less frequently outside of standard office hours.
- The moderated listservs are not general discussion forums, chat rooms or tools for conversations or for sharing personal viewpoints or expressing concerns or grievances. If you wish to respond to a post, reply directly to that person, not to the group.
- Posts that attack, demean, threaten or accuse individuals or groups are not allowed.
- Posts which encourage or glorify real-life violence are not allowed.
- Sexually explicit content is not allowed.
- Posts which aim to disrupt the educational process for others are not allowed.
- All posts regarding events should include the date, time and location of the event and a descriptive subject line.
- Links to articles are generally not allowed on their own, but may be allowed if shared as supplemental information for an event announcement.
- Surveys may only be shared to Campus Announcements by Whitman offices and departments or by Whitman students as part of their coursework.
- Petitions are not allowed.
- Fundraising events by Whitman-recognized groups may be posted to Campus Announcements. Fundraising events by non-Whitman organizations may be posted to Community Announcements. Personal “GoFundMe”-type fundraisers are not allowed.
- Attachments should be limited to flyers and posters, the content of which must meet all other moderation criteria.
- For accessibility, avoid using images (such as posters) as the sole content of your announcement. If you include an image that contains the important details of your activity or notice, please repeat the details as plain text somewhere else in your message.

When a post is rejected from one of the moderated listservs, the sender will receive a message from the moderator with an explanation.

In the event that an offending post is distributed by mistake, the message will be deleted from the digest and group message archive, and the list moderator will send an apology and explanatory message to that listserv. The list moderator is not able to delete the message from the inboxes of individuals who already received it.

## Other Listservs:

Whitman College maintains several other official listservs that have additional restrictions due to people not having the option to unsubscribe.

- Staff ([staff@whitman.edu](mailto:staff@whitman.edu)) - Posting is restricted to vital information to staff members, such as statements from the President and other leadership, policy and benefits changes, security alerts and facilities changes.
- Faculty ([faculty@whitman.edu](mailto:faculty@whitman.edu)) - Posting is restricted to faculty members. The Dean of Faculty can grant permission to post to this group.
- Student Class Year Lists (i.e. Class of 2027) - Posting is restricted to specific individuals who need access to share official Whitman information directly related to their campus job to these groups. Senior administrative officers can grant permission to post to these groups.

Whitman College maintains several official, open and unmoderated listservs, such as [forsale@whitman.edu](mailto:forsale@whitman.edu), [lostandfound@whitman.edu](mailto:lostandfound@whitman.edu), [offcampushousing@whitman.edu](mailto:offcampushousing@whitman.edu) and [rides@whitman.edu](mailto:rides@whitman.edu). Posts to these listservs should be limited to the particular focus of that listserv.

In addition, any Whitman community member may create their own unofficial Google Groups. The creators of these groups can set whatever rules or guidelines they wish or set none at all.

Individuals who do not follow the listserv guidelines may receive warnings and continued abuse may result in revoking listserv privileges. Students who do not follow listserv guidelines are subject to the conduct process.