

Naming Guidelines for File Uploads

Bakersfield College Committee Websites

Naming documents is important. When a document is uploaded into our content management system, the backend users need a way to identify it quickly. Adhering to the Bakersfield College Naming Guidelines is integral to this process.

The following are simple guidelines for naming files for upload to our Bakersfield College website. REMEMBER: Files must be named BEFORE they are uploaded.

- Do not leave spaces in the name.
- Use all lower-case letters.
- Naming convention:
COMMITTEEABBREVIATION-ACADEMICYEAR-AGENDAITEM-DOCUMENTNAME-
DOCUMENTDATE.fileextension

Examples

- cc-2017-18-agenda-20171006.pdf
- cc-2017-18-f-bp-2430-deleg-of-auth-20171006.pdf
- cc-2017-18-g-program-pathway-mapper-20171006.pdf

Naming Convention

The naming convention is the process used to name any file that is uploaded to the committee website. Each section is linked together by a hyphen ("-"). It is important to avoid using slashes ("/" or "\") and periods.

Include the following in the name of EVERY file uploaded to the committees website.

Committee's Abbreviation

The committee's abbreviation as listed below.

Academic Year

The academic year the document pertains to. (Ex: 2017-18.)

Agenda Item Reference (if needed)

If you are uploading a supporting document that relates to your agenda, this is where you would insert the Agenda Item Reference. For example, if you are uploading a supporting document for agenda item A, your Agenda Item Reference would be "A".

Document Name

The name of your document. This should be brief but pulled directly from the actual title of your document. Avoid using a document name that does not match the title of your document.

Document Date

The date your document is published. If the publish date of your document is obscure or unidentifiable, use the date of upload. The date should be entered in the format YYYYMMDD. (Ex: 20171017.)

Committee Abbreviations

Academic Senate (AS)
Academic Senate E-Board (ASEB)
Accessibility Task Force (ATF)
Accreditation & Institutional Quality Committee (AIQ)
Administrative Council (ACOUN)
Assessment Committee (ACOMM)
Budget Committee (BCOMM)
Campus Health & Wellness Advisory (CHWA)
Career & Technical Education Council (CTEC)
College Council (CC)
Commencement Ad Hoc Committee (CAHC)
Curriculum Committee (CCOMM)
Educational Administrators Council (EAC)
Enrollment Management Committee (EMC)
Equal Opportunity & Diversity Advisory Council (EODAC)
Equivalency Committee (EQ)
Facilities & Sustainability Committee (FSC)
Faculty Chairs & Directors Council (FCDC)
Information Services Instructional Technology (ISIT)
President's Cabinet (PC)
Professional Development Coordinating Council (PDCC)
Program Review Committee (PRC)
Safety Advisory Committee (SAC)
Scholarship Committee (SC)
SGA Committees (none)
Strategic Directions (SD)
Student Conduct & Complaint Committee (SCCC)
Student Success & Equity Committee (SSEC)