The Information Technology Policy Committee (formed in April) has been meeting several times in the past few months to develop University wide strategy and polices for Information Technology.

The basic purposes of the ITPC are: to ensure that the institution as a whole is moving in the right direction, that it is making the most effective use of information technology throughout the institution, and that the University is getting the maximum benefit for its technology expenditures. The ITPC is designed to foster communications, to assure University decision makers are both giving and receiving in the technology arena, and to relate the institution’s mission to its technology agenda.

Members of the Information Technology Policy Committee are:

Vice Chancellor of Academic Affairs - Fen English (Chair)
Vice Chancellor of Financial Affairs - Walt Branson
Vice Chancellor of Student Affairs - Frank Borelli
Director, Information Technology (ex officio) - Ron Cigna
Chair, Computer Users Advisory Subcommittee - Steve Hollander
Chair, Admin. Computing Advisory Committee - Jim Ferguson
Students’ Government - Casey Lengacher
Librarian - Judi Violette
Dean - Ben Christy
Dean - Jim Jones
Faculty - Rich Manalis
Director of SIS - Peggy Lane
Institutional Research - Jack Dahl

Announcement regarding technology acquisitions 1997-98
By Fenwick W. English, VCAA

A decision has been made to expend some $96,000 to purchase eighteen computer/video, multimedia projectors for the Learning Resource Center (LRC) and general faculty classroom use. These machines will replace all fourteen machines now, and add four more machines for video-only to the LRC inventory.

Earlier this summer a decision was reached to purchase fourteen new computers for the LRC for approximately $40,000. These replaced older models available to faculty which utilized a very slow technology. The new computers contained multimedia features and ZIP drives.

The purchases are supported through a variety of sources including non-recurring state funds. Student technology fees were not part of these acquisitions. The new technology was recommended by C&DP Services, LRC, and Faculty Senate Computer Users Advisory Subcommittee.

Accessing network software in the classroom using Learning Resource Center computers

Is it possible for an instructor to demonstrate software in the classroom - even special software that they alone have on their server drive? The answer is a conditional "Yes." Conditional in the sense that the program the instructor wants to demonstrate must be available over IPFW's campus-wide network. To access the network in a classroom, the classroom must have an "active drop." A "drop" refers to the network lines running into each room on campus, observable as phone jack-looking connection plates on a wall. For a drop to be "active" it must be physically wired into the building's "concentrator."

Given this information, we have three kinds of classrooms: active all the time, active upon request, and not active because there isn’t a drop.

If you want to use a network connection in your classroom, you need to do the following:

At least 2 days before You need it:
1. Call LRC (x6519) and schedule the equipment (usually a PC and projection system).
2. LRC will confirm the existence of a drop and its activation status.
3. If needed, LRC will request the room (drop) be "activated " by C&DP Services. If your classroom lacks a drop, it can take up to four weeks to get one wired. So, C&DP needs at least four weeks advance notice in order to attempt to get the wiring installed. The complete list of wired rooms is available at C&DP Services Help Desk and LRC’s office. In general, all rooms in CM, Neff and ET have drops. Kettler Arcnet drops were upgraded to Ethernet this summer, which should improve performance significantly.

For further assistance contact either Lee Peitzman in the Learning Resources Center @ extension 6524, or Mary Schoeler in C & DP Services @ extension 6197.
The August and September Short Courses offered by Computing and Data Processing Services are now open for registration. The course descriptions are available on the web at http://www.ipfw.indiana.edu/cdp/training/short_courses.html

Call the HelpDesk at extension 6030 to register. Limited seating is available. Please cancel if you are unable to attend.

So you want to write a web page...

Pam Zepp will be offering instruction on a variety of topics dealing with web page design and development. These courses range from “JumpStart” basic instruction for establishing a personal or Departmental Webpage on the IPFW server, to more advanced levels, such as Creating Lists on Your Webpage and Creating Tables on Your Webpage.

Two other exciting courses include Introduction to HomeSite (HTML Editor) and Trouble Shooting Your Web Page - Brown Bag Lunch Forum. Be sure to register soon for these new courses.

"Lab time" now offered with some short courses

A new post-instruction lab time will be offered with many of the short courses, beginning in August. This self-paced lab time will provide course participants with exercises designed to reinforce essential skills learned during instruction. When you register for courses, please note if lab time is offered.

New Microsoft Office '97 short courses offered

Coming in September, Microsoft Office '97 short courses will be available. Although we do not have a site license for the Microsoft products, and C & DP Services technical support is not provided for them, many of the newer computers are coming fully equipped with this suite.
C & DP welcomes Pam Zepp to user support staff

By Joe Habegger

Computing and Data Processing Services would like to extend a warm welcome to its newest member, Pamela Zepp. The following interview provides some insight into how she'll be providing services to IPFW faculty and staff.

Q: What is your official job title here at IPFW?
A: Academic Computing Support Specialist - In this capacity I will be teaching classes about the Internet, classes in web page design and development, and specialty classes on the finer aspects of web page software and hardware. Additionally, I will be reworking the flow of the C&DP system of web pages as well as implementing some new graphic design features to the pages.

Q: Could you summarize your previous work experience?
A: I began my career as a private music teacher. Many of my previous students are now professional musicians and music teachers themselves. I also had a small income from a computerized billing service I developed using d-base IV. Since I have learned to write raw HTML code I was employed by the Ft. Wayne Area InfoNet (http://www.ft-wayne.in.us/) to write and design web pages. I have also enjoyed consulting as a web page designer and troubleshooter. The next thing on my list of things to do was to redesign my own personal web page (http://www.centralnet.net/zepp/), but coming to work for IPFW takes priority.

Q: What do you think most qualifies you for this position?
A: It's a natural continuance of my combined teaching and computing skills. Most people don’t see the connection between the music skills and the computer. It's that old right brain - left brain preference thing. It may be that I am a whole brain person but I prefer to explain it in simple terms. I tell people, "I just changed keyboards."

Q: What do you see as your primary duties here?
A: Support is a major function of my duties in C&DP. There’s an old rule that says, “You learn by doing” but quite often the fear of technology can actually prevent people from trying something new. Therefore, support will include concise training modules offering enough information for people to absorb the skills they need to write web pages unassisted without feeling alienated by the technology. Modules will be molded to various proficiency levels. At the same time, if people already have a knowledge base and simply want advanced information I would be willing to work individually with them on more advanced techniques in HTML writing. My belief is that learning is the result of experience. Consequently, I will strive to make the classes in Web page development a positive experience with a lot of hands-on training in which people can grow to the best of their abilities.

Q: Who do you see as your primary clients?
A: I'm looking forward to establishing a dialog with faculty, administration and clerical staff as their source for webpage or Internet-related questions. Internet technology is moving along at such an accelerated pace that the books can't always keep up. Sharing computer knowledge is a joy for me and I hope to be a useful resource on this campus for any questions relating to web pages or the Internet.

IPFW faculty and staff.

The new school year has started and it is time for new ideas and new projects. Perhaps one of your projects for this year is to create a web site. If that is the case, follow these instructions and you will be on your way.

Decide what text and graphics should be included and where they should be on the page. Keep in mind that the viewing area for a web page is shaped differently than a piece of notebook paper and that the total viewing area is smaller. Keep your text concise and limit your graphics because the more graphics you add, the slower the page will load. Remember, not everyone has the fast connection we enjoy on campus.

You can find some good advice on web design at: http://cvax.ipfw.indiana.edu/~tankel/design.htm. Good design is the most important step in creating a web site.

1) Create a design.

The first step is to design what you want your site to look like.

2) Create a web directory on your I: drive.

This step allows you to maintain your web site on your own network and makes it available across the web. To create this directory on a Windows or DOS based system, simply go to a DOS prompt and type the command MAKEWEB. This will create a web directory and set the appropriate rights on the server that will allow people to view your web pages. MAKEWEB only works on a DOS based system so Macintosh users need to find a DOS or Windows machine. After the web directory has been created you can create and edit web pages on the Macintosh. Once you have created the web directory you can edit the DEFAULT.HTM file. This file is the default page which will load when someone views your web area without specifying a page. DO NOT edit the DEFAULT.HTM file in the root of the I: drive as this may modify the file access rights and make it impossible for anyone to see your site.

3) Transform your design into Hyper Text Markup Language (HTML).

HTML is the coding that allows a page to be interpreted and displayed by a web browser. The easiest way to learn HTML is to sign up for the C&DP short course taught by Pam Zepp. You can sign up for a short course by calling the C&DP Help Desk at 6030. HTML is not very difficult and can be mastered with a little patience and effort.

4) Check the final appearance from different machines.

Always check your work by looking at the site from different computers. Use a colleagues station or one of computer labs. It is especially useful to check the page using a different type of machine than the one you created it on. For example, if you created the web site on a Macintosh, make sure it looks right on a computer running Windows.

5) Let the Webmaster know.

Once you have finished your site, notify the Webmaster by e-mail and I will make the appropriate links to your site. Send your information to WEBMASTER in cc:Mail.

Obviously, this is only an outline of the steps necessary to create a web site. For more information refer to http://www.ipfw.indiana.edu/web.html, take a Short Course or contact me, I am always happy to answer questions. Good luck!
**Student computing improvements made across campus**

While you were away...C&DP was hard at work on the following improvements:

- **Windows 3.1/Windows 95 Dual Environment**
  All Open-Access Computing Labs and Neff B396-41 were converted from Windows/DOS labs to Windows 3.1/Windows 95 dual-boot labs. Students will be able to choose either environment to work in -- standard open-access Windows/DOS or Windows 95. Initially we will only be offering Windows 95 variants of existing software (e.g. MS Office, WordPerfect, Netscape, SPSS, etc.). As new software is developed and purchased, we will be adding to this suite. This will buy all of us time to evaluate the viability of our old DOS-based packages currently used by various departments. We anticipate many will fail under Windows 95 (especially when printing is involved). Departments will this academic year to evaluate and, when needed, replace these programs.

- **Neff B71 Computers Upgraded**
  The Open Access Computing Lab in Neff (B71) was closed from May 12 until August 25. The closure was necessitated by the remodeling going on overhead requiring a portion of the ceiling removed. While it was closed the computers in this lab were upgraded to Pentium 200's.

- **E-Mail Kiosks Added**
  Twenty-five E-mail Quick Stations were installed in lobbies around campus. The kiosk stations utilize the used computers from the labs and will permit students menu-based access to the HOLMES student e-mail system and LIRN.

- **Student E-Mail Quick Stations go online**
  Kiosk-style email stations are now accessible in the following lobbies or lounges: Kettler, CM, Neff, ET, and Helmke Library, also in Walb Cafeteria and 2nd floor of Walb and Fine Arts. Students can now read and send e-mail "on the go" -- no disk needed!

- **Bill Baden takes leave of absence**
  Dr. William (Bill) Baden will be taking a leave of absence from the C&D Services User Support group from August 1st through May 1 to teach Anthropology. Because there is no way to replace Bill with an identical resource—the services he provided will be distributed among several individuals in C&D Services. Of course in some areas there will not be a dynamic equivalent. C&D Services has hired, in a temporary capacity, a consultant in software documentation and web development to help faculty in learning to write Web pages and integrating Internet resources into their classes. Pam Zepp came to us highly recommended by Bill. She began work on July 1 and so has had a month to work with Bill before he leaves. You will be hearing more from Pam as she picks up where Bill left off with Web classes for faculty.

- **CVAX student accounts still provided upon request**
  Faculty planning to obtain CVAX accounts for their students should fill out the Account Request Form, one per section, as soon as possible. Accounts are generated the Friday before classes and updates, resulting from roster changes, are mailed to each instructor throughout the first few weeks of the semester.

  This year CVAX accounts will not be provided solely for personal use of e-mail. With the availability of individual student e-mail id's on Holmes, the CVAX is no longer needed as a student communication resource. The CVAX will continue to offer, upon request, course listserv's, as before. Generic access to the library's resources will also continue to be provided through the CVAX's LIBRARY ID. Research assistants can use this library ID and do not require personal CVAX accounts.

  Account and listserv request forms are available at the Help Desk (KT205A) or on the web at: http://www.ipfw.indiana.edu/cdp/forms.html

- **Campus-wide survey rates C & DP Services**
  Results available to faculty and staff

  In partial response to the 1996 Edutech Information Technology Assessment Report recommendations, a survey composed of 26 questions was sent through campus mail to all IPFW employees on April 24, 1997. This 100% coverage included 348 full-time faculty, 297 associate faculty, 162 administrative/professionals, and 296 clerical/service employees. Of the 1103 mailed surveys, 241 were returned by the time of this analysis (June 1st; May 10th was the deadline).

  The individual response rates, by group, were:

  - Faculty: 99 (15.3% of all Faculty; 41.1% Overall)
  - Administrative/Professional: 51 (31.5% of all AP Staff; 21.2% Overall)
  - Clerical/Service: 88 (29.7% of all Clerical/Service Staff; 36.5% Overall)

  No response for “position”: 3 (1.2% Overall)

  A hard-copy report of the survey results was distributed August 4, 1997, to senior administration and members of the following committees: ITPC, ADCAC, ACCAC, CUAS, and AOC. The report was prepared by Dr. Bill Baden and is intended to tabulate all responses and outline obvious correlations. The report, data, and statistical results are available to everyone on the WWW at: http://www.ipfw.indiana.edu/cdp/survey97/

- **Campus Use of USENET News**

  IPFW now has a complete (read and post) feed of the popular USENET news bulletin boards. USENET may be accessed by a number of client software programs, most notably, Netscape. Additionally students can easily read newsgroups directly from their Holmes accounts. The news server's address is news.ipfw.edu.

  We can also provide faculty, staff, and student organizations with local (campus access, only) news groups. For information on the process required to create an IPFW topic, contact Mary Cain.

- **How to communicate electronically with your students**

  There are several ways to contact your students:

  - For an individual student, have the student provide his/her id or consult the Internet accessible, web-based student directory. The latter only lists activated id's for students who have granted permission for their inclusion in this public medium.
  - For all students in a course section:
    - use an instructor requested listserv to which each student subscribes from their Holmes id, or
    - use an IPFW-only Usenet group (see “Campus Use of Usenet News”), or
    - use a mail distribution list, created by the sender or obtained from C&D Services.
  - Using the appropriate request form, faculty may request mail distribution lists and listserv's for course sections. The distribution lists are only available for VAX Mail users. Unfortunately, cc: Mail does not support distribution lists. Unlike faculty-only use of mail distribution lists, listservs provide both faculty and students e-mail access to everyone in a course section.
  - Account and listserv request forms are available at the Help Desk (KT205A) or on the web at: http://www.ipfw.indiana.edu/cdp/forms.html
  - The Web-based student directory is available at: http://www.ipfw.indiana.edu/cdp/student_lookup.html
  - The IMENU provides latest software

  Netscape 4.0 and ccMail 6.0 are now available on the IMENU for faculty and staff. If you have questions concerning this software call the Help Desk at 6030. For instructions on using the IMENU, see http://www.ipfw.indiana.edu/cdp/helpdesk/imenu.html

  For information on what USENET is, please search IUB's Knowledge Base at: http://sckb.ucssc.indiana.edu