

Fall 1999

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- Faculty Mentors
- Changes to MEDLINE
- Collection Redesign Survey

and more . . .

OIT Restructured

The Office for Information Technology is undergoing a restructuring to focus more on technology supporting academic activities as well as enhancing the technology infrastructure serving the entire university. The four units which comprised OIT (Administrative Systems, Computing and Communications Services, Instructional Resources and Media, and University Library Services) are being reorganized and executive reporting lines have been shifted as well.

University Library Services (ULS) will report directly to the new provost and vice president for academic affairs, Dr. Roderick J. McDavis. John E. Ulmschneider, formerly of the North Carolina State University Libraries, has been appointed as executive director of ULS. Ulmschneider joined VCU on September 7.

A new Office for Academic Technology has been created from the former Information Resources and Media unit composed of the Instructional Development Center, Media Production Services, Media Support Services, and Web Support Services, as well as the two University Computing Services offices. VCU's distance education program and the new student PC initiative also will be directed by this new office. Academic Technology will provide direct services to faculty and students by supporting technology applications for instruction and research. Dr. Phyllis C. Self has been named vice provost for academic technology and will report to the provost.

Information technology infrastructure and core services serving the entire university are being moved to the vice president for finance and administration, Paul W. Timmreck. These services include administrative systems, PC support for administrative units, the computer center, network services, telecommunications, e-mail services, VCUCARD and Y2K coordination. Mark Willis, executive director for administrative systems, will continue in his role and report to Timmreck.

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Facelift for Cabell Library

Students returned this fall to a completely renovated first floor in Cabell Library. Highlights of the renovation include the relocation of both core and auxiliary services, new custom trapezoid computer tables and other furniture, and the relocation of PCs. Each of the 16 computer workstations seats three people. Functional desk components, such as shelves for computer towers, are a significant enhancement.

Auxiliary services, including pay-for-print and photocopying, were relocated to a less heavily-trafficked area. A phone was installed for students to contact the Circulation and Reserves Desk. The new desk in the reference area, the focal point of the newly-enhanced facility, matches the style and finish of the furniture in the circulation area.

The early feedback is that the Cabell facelift is a win-win for students! Contact Sarah Barbara Watstein, director of academic user services at swatstei@vcu.edu or 8-9136 with your questions or comments.

Fall Technology Fair

University Computing Services - Academic Campus will host the Fall Information Technology Fair on Thursday, October 14 in the Student Commons Ballrooms A & B. Representatives from Dell, Gateway, RedHat, Apple and other vendors will be on hand to preview their product lines and answer questions.

All faculty, staff, and students are invited to attend between 1:00pm and 4:00pm. There will be drawings for free prizes.

New Searchable Database: Work-Study Job Listings

The VCU Career Center and Academic Technology's Web Support Services have developed a searchable database of work-study job listings. Students can select the job category in which they are interested, as well as which campus they prefer, and access a list of work-study jobs that are available. The data includes job title, employer and employment details. Students also can apply for the job online.

Employers can post available jobs and enhance their recruiting efforts with this new tool. Information about the federal work-study program, the job listings, and instructions about using this new service are on the Web (<http://www.students.vcu.edu/careers/workstudy>).

www.vcu.edu/technews/

Editor: Jackie Elston
jcelston@vcu.edu

Articles by VCU Staff

Read this newsletter on the VCU Web site (<http://www.vcu.edu/technews/>).

Understanding Document Delivery

University Library Services (ULS) has begun a major investigation of document delivery services with hopes of finding a solution for the problem of journal subscription inflation and an increasingly strained and static library budget. Basically, document delivery involves the library purchasing and delivering individual journal articles rather than paying for a subscription to the title. It is cost effective to use document delivery when the cost of purchasing the total number of articles requested by users does not exceed subscription costs. By offering document delivery services in addition to our onsite collections, the library can provide access to a greater total number of journal titles and will be able to offer value-added services like electronic formats and desktop delivery. The service is expected to be available to faculty, graduate students, and first professional students in January 2000.

Document delivery is not an option for all journals. Subscriptions must be maintained for journals that are used frequently or where high-quality reproduction of special features like images or graphics is not available. Many other journals are important resources for our growing enrollment of undergraduate students who always will need quick onsite access to research materials. Keeping resources for undergraduates onsite is a ULS priority, as is increasing simple, fast, and efficient access to a huge universe of journal literature for faculty, researchers, and graduate students.

For more information, contact ULS's Andrew Morton at acmorton@vcu.edu or 8-1706 or Susanna Pathak at sbpathak@vcu.edu or 8-2729.

University Library Services (ULS) Faculty Journal Preference Survey: Data Preview

As ULS begins the process of redesigning its collections, the first major goal is to reduce expenditures for print journal subscriptions. Funds that were previously spent on high-cost, low-demand titles will be reallocated to document delivery services that facilitate the rapid delivery of needed articles to users.

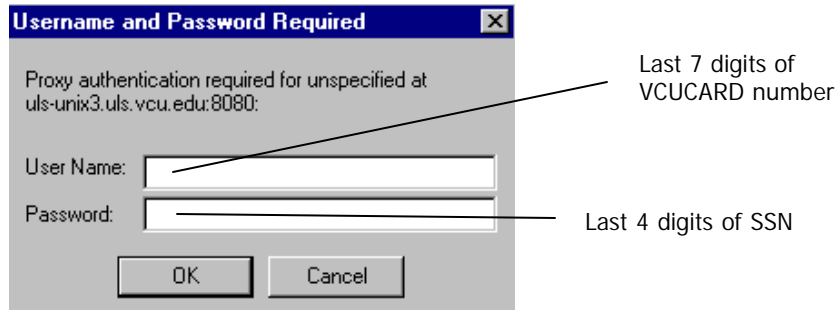
In the spring, the library contracted with VCU's Survey and Evaluation Research Laboratory who designed and conducted a survey that gathered data on the journal preferences of VCU's approximately 1,700 full-time faculty. This input will insure that any journal titles acquired are highly relevant to the VCU user community. The survey was designed to identify demand for any titles that faculty members considered important (including those not currently received), the access method that they preferred, and their perception of undergraduate use for individual titles. There was no limit to the number of titles a faculty member could submit.

The April survey had a response rate of 30%. Data analysis was ongoing over the summer in preparation for making decisions about year 2000 subscriptions. The data obtained will significantly contribute to any proposed cancellations, and will help to identify previously unavailable titles that faculty feel the library should acquire. Overall, approximately 5,600 unique titles were listed as important to at least one survey respondent. This is significant, since ULS already subscribes to more than 9,000 serials and the costs for 1999/2000 subscriptions are likely to exceed \$3 million, from a total materials budget of \$4.7 million.

More information about collection and services redesign can be found on the VCU Web site (<http://www.library.vcu.edu/admin/collredesign/index.html>). Additional survey data and collection-related information will be posted on the Web as it becomes available. For questions or comments, please contact Susanna Pathak, collection resources project librarian at sbpathak@vcu.edu or 8-2729.

Cabell Library Announces Enhancements To PC and Internet Access

In response to concerns voiced by VCU students, faculty, and staff regarding access to Internet resources and computer availability, James Branch Cabell Library has initiated a change in the way Web resources are accessed. When users of Cabell Library wish to visit Web sites with an extension of .com or .net, they are prompted to enter the last seven digits of their VCUCARD number and the last four digits of their Social Security Number.



This change was instituted to ensure that students, staff, and faculty of VCU have priority access to PCs and the Internet, while non-VCU affiliates still are able to access all library databases, journal, and Web resources when they are in the library. This change does not effect access to sites with extensions of .edu, .gov, .mil, .org, or .us. Users simply need to remember to have their VCUCARD with them and to log off the Netscape Web browser after completing an online search.

For VCUCARD holders who do not have their card with them in the library, or whose numbers are rejected in the process, library staff at the Reference Desk can assign a temporary login ID. Students who are not in the library's database must provide proof of registration. This can be obtained easily at the information kiosk or through the VCU students Web page (<http://www.students.vcu.edu>). Faculty or staff who are not in the library's database can be verified through their listing in the VCU human resources database or by providing proof of employment.

Public and VCU library users may request assistance at the Reference Desk on the first floor of Cabell Library. Comments, suggestions, or concerns about the new Internet policy should be submitted to Sarah Watstein, director of academic user services at swatstei@vcu.edu or 8-9136.

Database Additions

The Virtual Library of Virginia (VIVA), the consortium of Virginia's academic libraries, has chosen Ovid Technologies, Inc. to provide abstracting and indexing services under a contract that went into effect August 15. The contract requires Ovid to provide the following five major databases: CINAHL, ERIC, MLA Bibliography, PsychINFO, and Sociological Abstracts.

ULS now also provides a Web-based version of BIOSIS Previews from Ovid Technologies, Inc. The new version provides considerably enhanced search and display capabilities and is more easily accessible by remote users. BIOSIS Previews is the most comprehensive database available in the life sciences. Subject coverage includes the major areas of biology like botany and zoology, as well as related and interdisciplinary fields such as agriculture, pharmacology, biochemistry, and bioengineering.

ALERT - "Michael" calling . . .

VCU Telecommunications has been notified of a possible telephone scam. Several departments within the university/hospital have reported receipt of collect calls. Some of these calls have been pre-recorded and some have been from live operators indicating that an employee named "Michael" is calling and that he has been in an accident. PLEASE DO NOT ACCEPT THESE CALLS!

In the event that someone in your department does accept a call, "Michael" may request you to transfer the call to another number. PLEASE DO NOT TRANSFER THE CALL!

VCU Telecommunications is actively researching this situation and will keep you informed of any new developments. In the meantime, should your department receive calls of this nature, please contact 8-4331 to report the incident.

Research Computing on the Academic Campus

Research computing on the Academic Campus was upgraded and made Y2K compliant over the summer. The SGI Origin 2000 computer known as NEWTON received a 33% boost with the installation of two new CPUs. Newton now has eight 250 MHZ, 64 bit CPUs, 1 GB of memory and 36 GB of hard drive space.

The IRIX operating system was upgraded to IRIX 6.5 for Y2K compliance. In addition, new compilers were installed that are 15% faster than the old compilers and fully Y2K compliant.

Oscar, a 4 CPU, SGI CHALLENGE XL computer, was similarly brought into Y2K compliance with operating system and programming language compiler upgrades. All critical research computer software programs on both OSCAR and NEWTON were recompiled resolving all Y2K problems and ensuring a Happy New Year!



IDC Classes and Seminars

The Instructional Development Center (IDC) has posted the fall class and seminar schedule on the Web (<http://www.vcu.edu/mdcweb/training/train.htm>). These sessions are offered for VCU faculty and staff at no charge.

The fall 1999 IDC Seminars will be another exciting series of workshops with faculty sharing information on various technologies and interactive programs that they have developed and employ in teaching.

Topics include:

- Streaming Audio on the Internet: How to Create Presentations to Supplement Classroom Lectures;
- Distance Education at VCU - Examples, Opportunities and Resources;
- Impact and Daisy - Interactive Computer Programs Used for Instruction; and
- The IDC Mentoring Program - What the Program Offers and How to Apply.

For further information or special assistance, contact Bud Deihl at wdeihl@vcu.edu or 8-4383.

Fall Short Courses

University Computing Services on both the MCV and Academic Campuses have posted a new schedule of short courses for the fall 1999 semester. The courses cover different computer applications and are open to faculty, staff, and students.

For information on individual classes and registration, see the Web sites (<http://www.pubinfo.vcu.edu/training/> and http://views.vcu.edu/ucsmcv/services/short_course.html).

Library Hours for Fall 1999

James Branch Cabell Regular Hours:

Sunday	11am - midnight
Monday-Thurs	7:30am - midnight
Friday	7:30am - 7pm
Saturday	10am - 7pm

September 20	Monday
November 24	Wednesday
November 25-26	Thurs-Friday
December 20	Monday

Extended Hours:

Sunday	11am - 2am
Monday-Thurs	7:30am - 2am
Friday	7:30am - 7pm
Saturday	10am - 7pm

Begin Extended Library Hours	7:30am - 6pm
CLOSED (Thanksgiving holiday)	
End Extended Library Hours	

Tompkins-McCaw Regular Hours:

Sunday	1pm - 10pm
Monday-Thurs	7:30am - 11pm
Friday	7:30am - 6pm
Saturday	9am - 6pm

September 7	Tuesday
November 24	Wednesday
November 25-26	Thurs-Friday
December 17	Friday

Extended Hours:

Sunday	11am - midnight
Monday-Thurs	7:30am-midnight
Friday	7:30am -7pm
Saturday	9am - 6pm

Start Extended Library Hours	7:30am - 6pm
CLOSED (Thanksgiving holiday)	
End Extended Library Hours	

For a complete schedule of library hours, phone numbers, etc., see the ULS Web page (<http://www.library.vcu.edu/hours.html>).

Full-text Historical Publications Available

HarpWeek: The Civil War Era (1857-1865) is available through ULS's participation in VIVA, the Virtual Library of Virginia. This Web-based database contains all the pages of *Harper's Weekly* (1857-1865), the leading illustrated American periodical of the latter half of the nineteenth century, as scanned images. Although primarily noted for its news articles, illustrations, and commentary, *Harper's Weekly* devoted roughly one-third of each issue to stories, serial novels, verse, and other forms of literature. Searching can be done in several ways. Browsing is available by date and by literary genre. People can be found by their occupation or role in society. Detailed searches are possible using one or any combination of four cumulative indexes:

- Subject - detailed classifications for news, editorials, features, biography, etc.
- Illustrations and Cartoons - search by artist or subject
- Literature - search by title, author, or literary genre
- Advertising - search by topic or advertiser

The addition of *HarpWeek* complements two CD-ROM full-text historical databases already available to VCU: *The Pennsylvania Gazette, 1728-1800* and *The Civil War: A Newspaper Perspective*. The full-text of documents such as the *Declaration of Independence*, the *Constitution*, *Letters from a Farmer*, Thomas Paine's *Common Sense*, and the *Federalist Papers*, are included in *The Pennsylvania Gazette, 1728-1800*. Certain parts of this database are available only from the workstations in the Cabell 2nd floor Periodicals/Microforms room and some are available throughout Cabell. See ULS staff for assistance.

The Civil War: A Newspaper Perspective is a database of more than 11,000 major articles from over 2,500 issues of *The New York Herald*, *The Charleston Mercury*, and the *Richmond Enquirer*, published between November 1, 1860 and April 15, 1865. This database is available only from the Periodicals/Microforms room workstations in Cabell Library.

More Features in the Box!

Web Course in a Box version 4 now is available for use by VCU faculty and students. For those not familiar with Web Course in a Box (WCB), it is a software program that allows instructors to easily create and manage course materials on the Web. Instructors do not need to know any HTML (the "language" of Web pages) to create feature rich, interactive course Web pages. Version 4 of WCB adds many new enhancements to this tool.

Some of the new features of WCB version 4 include: an online gradebook, new quiz/test options, a new whiteboard and chat feature, new discussion forum features, new student management features, and a new navigation bar option on the course pages. Below is a more detailed description:

The new Gradebook allows the instructor to:

- submit and track assignments
- link Gradebook items to the course calendar
- give students a private view of individual grades
- download grades to desktop for further analysis
- incorporate weighted scoring
- create/manage Gradebook items via Authoring Tool and Course pages
- grade, comment, and return assignments to students online

The new quiz options allow instructors to:

- import/export files of questions
- ask true/false and essay questions
- randomize quiz questions
- copy individual quizzes
- have a more secure (cgi-based) test
- have responses itemized in instructor report
- allow the "reset" of a quiz for a student once it has been taken
- use a time limit option

The new whiteboard/chat feature includes:

- integrated whiteboard and chat with each open in its own window
- image support for .gif and .jpg files
- audio support for .au files

The new discussion forum features include:

- statistics by user postings (number of messages/sentences/words by user)
- sorting of messages by user/date
- option for anonymous posting of messages
- editing of messages by students/instructor after posting

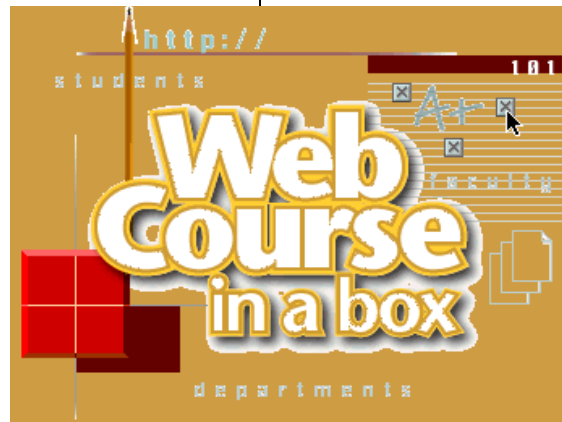
Calendar features include:

- items that can be tied to the Gradebook
- learning objects (e.g., lessons, quizzes, forums) linked from calendar
- entries that can be moved between dates

Student access allows:

- easier navigation of student homepages/projects/portfolios
- improved security for student pages
- increased functionality on student roster page

The new features already are available to users of Web Course in a Box. A new instructor's guide to using Web Course in a Box now is being distributed to faculty at VCU who have accounts on WCB. If you currently do not have an account for Web Course in a Box and would like one, point your Web browser to <http://www.wcb.vcu.edu/> and click on the link at the top of the page titled "Request WCB Account."



WordPerfect to be Discontinued

WordPerfect will not be available on the SP Unix platforms (Saturn, Atlas, and Titan) after December 31, 1999. The version of WordPerfect currently in use on these computers is not Y2K compliant and will not work properly after that date. Although a newer Y2K compliant version of WordPerfect could be obtained, the cost involved is not justified given the extremely low usage of WordPerfect on Saturn, Atlas, and Titan.

As an alternative, for simple text editing you may use the pico or jove text editors (pico is the easier to learn and use). If you need word processing, you may use PC or Macintosh products such as Microsoft Word or Corel WordPerfect which are available at academic prices.

For contacts, assistance, and software pricing, see the Web page (<http://www.vcu.edu/ucsac/wp.html>).

D-Day Remembered - Images by Allen Jones

"D-Day Remembered," an exhibit of photographs by award-winning photographer Allen Jones, is featured at The George C. Marshall Museum in Lexington, Virginia through May 15, 2000. Jones is manager of the photography department of Media Production Services at VCU. He has worked as a fine art and professional photographer for nearly twenty years. His work has been published nationally and exhibited in museums and galleries in Virginia and the Southeastern United States. "D-Day Remembered" is in honor of his father, who served in World War II, and is the culmination of several years of work.

(Excerpts from article courtesy of George C. Marshall Museum, Lexington, VA)



A German bunker, many of which dominated the coastline of Normandy at Pointe du Hoc, Omaha Beach, and Utah Beach (photograph by Allen Jones)

Library Endowment Renamed to Honor Ford

In November 1998, VCU's Board of Visitors approved the renaming of the Endowment for the 21st Century in honor of former University Library Services executive director Barbara Ford. The endowment originally was created in 1992 to acknowledge the acquisition of ULS's one millionth volume.

In recognition of her seven years of service, the Barbara J. Ford Endowment for the 21st Century supports automation and access to information. Renaming this endowment in Ford's honor is a fitting acknowledgment of her support for computing in VCU's libraries and in positioning ULS to serve the online information needs of our users.

Personal Web Page Publishing Guidelines

As more of us are designing and publishing departmental and personal Web pages, we must observe certain standards and guidelines so that our pages provide the best possible representation of Virginia Commonwealth University.

While innovation and creativity are encouraged among designers and information providers, the following standards apply to all Web pages on all VCU Web servers:

VCU supports the concept of faculty, staff, and student personal Web pages. Faculty and staff personal Web pages should provide information relevant to the individual's role at the university. Refer to the detailed guidelines on the Web (<http://www.vcu.edu/guidelines/oitwebhosting.html>).

The following design/content standards, in addition to the general page design/content standards (<http://www.vcu.edu/guidelines/index.html#GEN>), pertain to all VCU-hosted/linked personal Web pages.

1. Personal Web pages must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the university or any unit of the university unless appropriately authorized (explicitly or implicitly) to do so.
2. All personal Web pages must include the following disclaimer:
"This page does not reflect an official position of Virginia Commonwealth University."
3. Personal Web pages may not contain the VCU logo or other symbols of the university unless they pertain specifically to a university function.
4. All pages must contain the name and e-mail address of the page owner.

To assist you in meeting these standards, the VCU Instructional Development Center has made available page templates (<http://www.web.vcu.edu/toolbox/>) for creating personal Web pages.

Changes to MEDLINE Access

The technology to support the MD66 version of MEDLINE has become obsolete and no longer is supported by the system vendor for the University Library Services (ULS) online catalog. All users need to access MEDLINE using either the National Library of Medicine's Internet Grateful Med (IGM)/PubMed or SilverPlatter's WebSPIRS. For the next several months, ULS will provide text-based access through SilverPlatter's UnixSPIRS.

Users must access UnixSPIRS MEDLINE through their VCU computing account using the LYNX text-based Web browser. LYNX launches a telnet session to connect to MEDLINE via UnixSPIRS. This access method will be available only until July 1, 2000.

ULS recommends that users move to Web-based access of library resources. IGM and PubMed provide extremely fast access to the most current health sciences literature available. IGM and PubMed allow easy citation selection, downloading and/or printing, and also have direct access to Loansome Doc - a very affordable (and in some cases free) document request service.

SilverPlatter's WebSPIRS also provides easy citation selection, downloading, printing, and e-mailing. WebSPIRS is the product to use to find out if the journal is available at VCU - just click the "check for holdings" button. WebSPIRS also has capabilities for the advanced searcher to construct complex search strategies.

For questions about this new arrangement, contact John Jones, Jr., Tompkins-McCaw Library's electronic resources librarian at jdjones@vcu.edu or 8-1881.

VCU Faculty Mentoring Program

Since its inception in 1997, the VCU Instructional Development Center's Faculty Mentoring initiative has provided 34 full-time faculty an opportunity to enhance instruction through the use of technology. The program is based on the belief that the most effective use of instructional technology is discipline-based, that faculty learn best from other faculty, and that the instructional development process should happen where the faculty member works best - at home or in the office.

This year, 11 recipients were granted the award. Faculty mentors received high-end laptop computers, peripherals, and software to meet specific needs. The awards were given to faculty who demonstrated a real need for the use of technology in teaching and a complete implementation and mentoring plan outlining how those needs would be met. The goal of the program is to encourage the use of technology in teaching and to share that knowledge with faculty in their unit. The award recipients for 1999-2000 are:

Randolph Barker, Ph.D. Management School of Business	Teresa Konechne Communication Arts & Design School of the Arts
Matthew J. Bassignani, M.D. Radiology School of Medicine	Daniel Mouer, Ph.D. Sociology & Anthropology College of Humanities & Sciences
Elizabeth Cramer, Ph.D. School of Social Work	Teresa Nadder, Ph.D. Clinical Laboratory Sciences School of Allied Health Professions
Charles Marsh Cuttino, M.D. Emergency Medicine School of Medicine	Peter Pidcoe, Ph.D., PT Physical Therapy School of Allied Health Professions
Umesh Desai, Ph.D. Medicinal Chemistry School of Pharmacy	Gail Turner Biology College of Humanities & Sciences
Edward Ishac, Ph.D. Pharmacology & Toxicology School of Medicine	

Faculty mentors receive ongoing support and training through IDC seminars, institutes, and multimedia workshops. Read about the mentors' proposals on the IDC Web site (<http://www.vcu.edu/idc/>).

OIT Restructured

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Allyn Chase, executive director for computing and communication services, recently resigned to accept the position of director of information technology at Western New England College in Springfield, Massachusetts. Timmreck has appointed David Litton, manager of information technology in VCU's audit and management services, to serve as interim executive director through the end of December.

Over the next few months, McDavis, Timmreck, and senior information technology administrators will finalize the restructuring of IT functions as well as establish a new process for technology strategic planning and coordination.



Technology Research and Advisory Services

VCU has purchased the GartnerGroup Higher Education Program (HEP), a special selection of services only offered to academic institutions. GartnerGroup, a leading independent IT advisor founded in 1979, employs 750 research analysts in 83 locations worldwide and has 11,000 client organizations.

Faculty and staff can use this resource for research, technical support and strategic planning. Students can access GartnerGroup information for class projects and to gain a better understanding of current IT trends and management issues.

Services include research notes, strategic analysis reports, applications development and integration strategies, and knowledge management. Media conferencing of most services also is offered.

The GartnerGroup intraWeb incorporates a browse feature that allows quick and easy navigation through information by date, service, analyst, and document type.

The "GartnerGroup Events" section features information on upcoming conferences, seminars, strategic forums/briefings, and a monthly audio conference calendar.

Check out the Web site (<http://views.vcu.edu/gartner/>) to learn more about this resource.

Year 2000 Report Card: 96

Last Chance for Y2K Department Check

For departments that have not finished checking their PCs for year 2000 compliance, University Computing Services (UCS) on both campuses are offering their assistance. To check a university-owned PC on the MCV Campus, take a blank disk to Sanger B3-012 during consulting hours (M to F 9:00am-noon and 1:00pm-4:00pm) to sign the license agreement and get a no-cost copy of TF2000 Y2K testing software.

On the Academic Campus, UCS staff are available to visit your department to check your hardware and software and provide a report of any needed actions. Contact Norman Thacker (nthacker@vcu.edu) or Dave Brobst (dbrobst@vcu.edu) at 8-6650.

For your home PCs, you can download a free "Y2K Advisor™" testing program from Ontrack (<http://www.ontrack.com/re/do/do.asp>). Also, be sure to check the VCU Y2K Web page (<http://beech.vcu.edu/das/yr2k.nsf/pages/y2khome.htm>) for helpful links.

Phone Directory Coming Soon!

Look for the 1999-2000 VCU/MCV phone directory to be published and distributed later this fall. Until then, access the directory on the Web at <http://www.vcu.edu/directory/>.



The state's Century Date Change Initiative (CDCI) Office is responsible for guiding statewide readiness for the year 2000. As part of that task, all state agencies and institutions were required to have an independent review of critical year 2000 projects. The consulting firm of PricewaterhouseCoopers, who has been providing the same style of independent review of our Y2K work since last year, conducted our review. It included information systems projects such as HRS and the library's online catalog, facilities, telecommunications, project planning, testing, and risk management. The average "score" for all areas of the review was 96 (on a scale of 100), indicating very low year 2000 risk for our critical technology!

Our work continues in contingency planning, especially related to the interactions we have with agencies and businesses outside of the university. While we do not anticipate problems, we must be prepared for that possibility. Key staff in the critical technology and administrative areas will be on-site or on-call for New Year's weekend to verify that our central systems and equipment are operating as expected. The progress of schools and offices in completing their Y2K tasks (replacements, testing, system implementations, etc.) also is being monitored to ensure their timely completion. Remember, we must require that all new systems and equipment are certified year 2000 compliant by the manufacturer and carefully retest any systems being changed to ensure that they remain Y2K ready.

Looking forward to the end of the year, we expect to see another round of computer viruses released to cause additional confusion on top of any actual year 2000 problems that may occur. It is important to remain security conscious in your computing: use the licensed anti-virus software in an active mode, scan all files you receive from others for viruses before using them, and quickly apply updates to detect the newest viruses. If you have questions about how this is done or can be done, contact your computer support staff. They would rather help you prevent a problem than have to clean and restore your machine after a damaging virus.

For ongoing Y2K information, access VCU's Year 2000 Project Web site (<http://beech.vcu.edu/das/yr2k.nsf/pages/y2khome.htm>), which is linked from the university's homepage. You also can contact Richard John, VCU Year 2000 coordinator, at rsjohn@vcu.edu or 8-2111.

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