



Benchmarks *Online*

Volume 3 - Number 4 * April 2000

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Read all about the status of Internet 2 at UNT and ongoing evaluations of Personal Digital Assistants (PDAs) for use in UNT's computing environment.

[GroupWise Document Management: Creating Documents](#)

This is the third in a series of articles on the topic of GroupWise Document Management.

[Is Your Site ADA Compliant?](#)

Do you maintain an official Website at the University? Did you know that state Websites are required to be ADA compliant? Do you even know what ADA compliant means? Answers supplied within.

[Peep Peep](#)

It's that time of year again. Easter is just around the corner and Peeps have invaded the grocery store shelves. They're also all over the Internet. You won't believe how obsessed some people are with these versatile marshmallow creatures.



Don't forget to check out our monthly columns. This

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month's topics:

- [RSS Matters](#) -- "*Hmisc*: An Add-on Library for S-Plus"
- [The Network Connection](#) -- "Pounding the Virtual Pavement"
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- [Short Courses](#) -- Update on the various training opportunities on campus.
- [IRC News](#) -- Minutes of the March 21, 2000 meeting.
- [Staff Activities](#) -- New employees, employees that have resigned, staff professional presentations and ex-staff member publications are included in this article.

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RSS Matters

Hmisc: An Add-on Library for S-Plus

By [Rich Herrington](#), Research and Statistical Support Services

This month we examine the freely available add-on library, *Hmisc*, for the S-Plus statistical environment. Libraries such as *Hmisc* greatly extend the functionality of S-Plus. These libraries are archived at the Carnegie Mellon University Website: <http://lib.stat.cmu.edu/S/>. The *Hmisc* library can also found at it's official Website: <http://hesweb1.med.virginia.edu/biostat/s/Hmisc.html>

Description

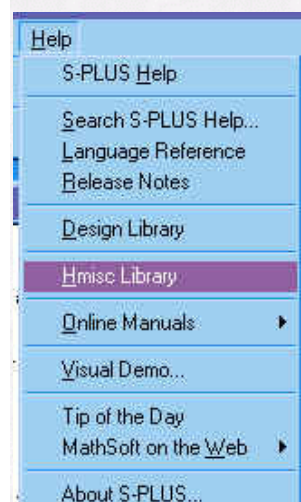
The *Hmisc* library contains many functions useful for data analysis, high-level graphics, utility operations, functions for computing sample size and power, translating SAS datasets into S-PLUS, imputing missing values, advanced table making, variable clustering, character string manipulation, recoding variables, and bootstrap repeated measures analysis. Most of these functions were written by Frank Harrell, but a few were collected from statlib and from s-news. This collection of functions includes all of Harrell's submissions to statlib other than the functions in the Design and display libraries. A few of the functions do not have help documentation. The *Hmisc* library is extensively documented in a 286 page manual which can be obtained as a .pdf file from: <http://hesweb1.med.virginia.edu/biostat/s/doc/splus.pdf>. The Win98/NT installation files can be found in zipped form at: <http://hesweb1.med.virginia.edu/biostat/s/win/> The *Hmisc* library and it's accompanying library, *design*, have been installed on the ACSLAB sever installation of S-Plus 2000 and is available for researchers on campus to access.

Using the *Hmisc* Library in S-Plus 2000

Once S-Plus has been started, the libraries can be accessed:

```
> library(Hmisc, first=T)
> library(design)
>
```

Invoking the *Hmisc* and *design* library will create pull down help menus on the main menu Help:



These helps include many examples which can be "cut" from the help windows back into the "command" window. This allows users to experiment with a function before using it with their own data. The following example is a simulation study using the repeated measures bootstrapping function **rm.boot**:

```

# Generate multivariate normal responses with equal correlations (.7)
# within subjects and no correlation between subjects
# Simulate realizations from a piecewise linear population time-response
# profile with large subject effects, and fit using a 6-knot spline
# Estimate the correlation structure from the residuals, as a function
# of the absolute time difference

# Function to generate n p-variate normal variates with mean vector u and
# covariance matrix S
# Slight modification of function written by Bill Venables
# See also the built-in function rmvnorm
mvrnorm <- function(n, p = 1, u = rep(0, p), S = diag(p)) {
  Z <- matrix(rnorm(n * p), p, n)
  t(u + t(chol(S)) %*% Z)
}

n      <- 20          # Number of subjects
sub    <- .5*(1:n)   # Subject effects

# Specify functional form for time trend and compute non-stochastic component
times <- seq(0, 1, by=.1)
g      <- function(times) 5*pmax(abs(times-.5),.3)
ey     <- g(times)

# Generate multivariate normal errors for 20 subjects at 11 times
# Assume equal correlations of rho=.7, independent subjects

nt     <- length(times)
rho    <- .7

set.seed(19)
errors <- mvrnorm(n, p=nt, S=diag(rep(1-rho,nt))+rho)
# Note: first random number seed used gave rise to mean(errors)=0.24!

# Add E[Y], error components, and subject effects
y      <- matrix(rep(ey,n), ncol=nt, byrow=T) + errors +
        matrix(rep(sub,nt), ncol=nt)

# String out data into long vectors for times, responses, and subject ID
y      <- as.vector(t(y))
times  <- rep(times, n)
id     <- sort(rep(1:n, nt))

# Show lowess estimates of time profiles for individual subjects
f <- rm.boot(times, y, id, plot.individual=T, B=400, cor.pattern='estimate',
            smoother=lowess, bootstrap.type='x fixed', nk=6)
# This will compute a dependent-structure log-likelihood in addition
# to one assuming independence. By default, the dep. structure
# objective will be used by the plot method (could have specified rho=.7)
# NOTE: Estimating the correlation pattern from the residual does not
# work in cases such as this one where there are large subject effects

# Plot fits for a random sample of 75 of the 400 bootstrap fits
plot(f, individual.boot=T, ncurves=75, ylim=c(6,8.5))

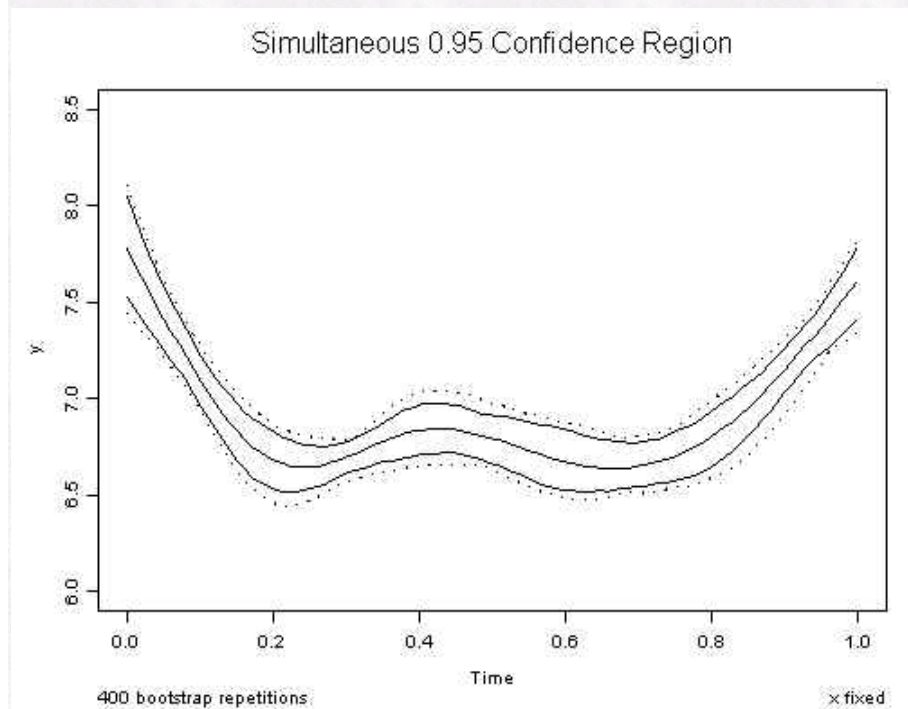
```



```
# Plot pointwise and simultaneous confidence regions
plot(f, pointwise.band=T, col.pointwise=1, ylim=c(6,8.5))

# Plot population response curve at average subject effect
ts <- seq(0, 1, length=100)
lines(ts, g(ts)+mean(sub), lwd=3)
```

The following output is produced:



References

An Introduction to S-Plus and the Hmisc and Design Libraries. Carlos Alzola and Frank Harrell.
<http://hesweb1.med.virginia.edu/biostat/s/doc/splus.pdf>

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Network Connection

By [Dr. Philip Baczewski](#), Associate Director of Academic Computing

This column from May of [1996](#) took a little bit of work to update, but the concepts remain mostly the same. The difference between now and 4 years ago are that there are many more job offerings posted on the Internet and it's a "seller's market." The economy has made such a tight employment market that companies are doing much more work these days to find and recruit good people, making it easier for you to find that good job. What in 1996 were fledgling sites and ideas have now matured into an effective online culture. You won't necessarily automatically get the job based on your online presence, but it does make getting a virtual foot in the door much easier. - pcb

Pounding the Virtual Pavement

It's almost that time of year again -- graduation time -- uh-oh, it's time to get a "real" job -- quick, where do you find a real job? Let's see -- there's the newspaper, job placement services, career fairs, and even the old-fashioned method of "pounding the pavement." Ah, but there's more. Nowadays, the Internet offers a number of avenues to that elusive goal of gainful employment.

In the "old days" -- about seven or eight years ago -- there were job notices on the internet, but they were mostly found in Usenet news messages and on university campus information services. The increase popularity of the World Wide Web and the presence of many more commercial concerns on the Internet has opened up a whole new resource for a job search.

Where to Start Looking

So, you're out on the information superhighway and you don't know which way to go. There are a couple of approaches you can take. If you want some tips on the process of finding a job, there's a Web page that can help. The "Quintessential Careers" page (<http://www.quintcareers.com/index.html>) has links to some helpful information like a job skills quiz, to help you determine which is the job for you, and job search tips, which provides advice on contacting employers and navigating the interview process. This page also has links to a number of online employment notices pages and search sites.

About.com has a lot of information about job searches. An area targeted especially to [college graduates](#) has links to all sorts of things like:

- **Job Searching: College Grads Forum** -- A great place to post your questions, share your opinions, and network with your peers and potential employers.
- **How To...** In 15 steps or less: apply for a scholarship, apply to graduate school, file your financial aid application, find an internship, post your resume online, write a cover letter, and more.
- **Graduate School Notebook** -- A library of resources to help you make important decisions about graduate school. Topics include admissions tests, financial aid, distance learning programs, business school, law school, and more.

- **Entry Level Job Center** -- Resources for starting or changing careers from About.com's Job Search Guide.
- **Jobs By State** -- Job banks, employers, employment agencies, and classified ads organized by state.
- **Internships** -- Internships for college students and recent graduates in information technology, math, science, retail, sales, and more.

There is also a link to HotJobs via About.com (<http://hotjobs.about.com/htdocs/job-search-page-flat.html>) that lets you search for all sorts of jobs, including international jobs and internships.

Targeting your Job Search

Is there a company you'd really like to work for? Many companies list their job openings on their Web pages, especially technology companies. Always wanted to work for IBM? Go to <http://www.ibm.com/>, select "Job Opportunities" and you'll find an Employment section. Maybe computers aren't your cup of tea, but you are choosy about your peanut butter. Visit <http://www.pg.com/> and see what opportunities are available at Proctor and Gamble. If you are unsure whether a particular company has a Web page, you can do an Internet search on that company's name.

Another place to look for jobs is in areas related to your chosen field. Many professional societies post job listings. If the society has a Web page, that may be a good place to look for your job in the field. Don't forget that many Colleges and Universities still publish their employment opportunities as part of their Campus Web sites. If you want to stay within an academic environment, listings of openings are readily available. The Federal government also publishes job openings on the Internet. You can search for a position in your geographical area at the "Federal Job Search " page (<http://www.fedworld.gov/jobs/jobsearch.html>).

Most Internet portal sites have career sections. For example, you can visit <http://www.excite.com/careers/> and search for jobs in a particular geographical area or throughout the U.S. Likewise, Yahoo.com has their own site, <http://careers.yahoo.com/>, which offers resume, research, and job advice services as well. The most popular online job site currently, is <http://www.monster.com/>. You can think of it as the "Yahoo of jobs", since it has established itself as the prime site in its category. You can search for jobs, but you can also post your resume and even create your own customized job search site ("my monster.com"). Monster.com is popular among employers as well as job seekers, so you have access to a lot of different kinds of jobs and employers.

Establishing your Web Presence

There are many employment listings on the Web, and many of those services allow you to post your resume or at least a profile of your training and experience. A lot of these Web pages are available to you at no charge and are used by employers to search for likely candidates. Using these types of services may be more effective than sending unsolicited e-mail or even responding to an online notice. If an employer expresses an interest in you because you fit their needed profile, then you may be already halfway there towards a successful job search.

The important thing to remember is that just because it is easier to transmit information to a prospective employer doesn't mean that you can ignore what's contained in that information.

Quality still counts and if you are uncertain of what to post in an online resume take advantage of the online advice you can find at a number of these employment sites. So, 2000 graduates, the virtual pavement awaits. Start searching now and you might have that dream job before the last word of that inspirational graduation speech finishes ringing in your ears.

Comments, Questions? Send them to [Philip Baczewski](#).

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List of the Month

Each month we highlight one Internet, USENET Special Interest Group (SIG), or similar mailing list or Website.

Jobs/Careers Newsletters

Since this month's [Network Connection](#) is about "Pounding the Virtual Pavement," we thought it would be appropriate to feature the many jobs/careers newsletters available from About.Com When you visit the Web page <http://home.about.com/jobs/newsletters.htm>, you are greeted with the following instructions:

Click any of the checkboxes below, enter your email address, and click subscribe to sign up for About.com newsletters in this interest area. You may sign up for as many as you want!

- Job Searching
 - Career Planning
 - Job Searching
 - Job Searching - Canada
 - Job Searching - Technical
- Professions/Occupations
 - Advertising
 - Archaeology
 - Artists' Exchange
 - Arts/Crafts Business
 - Chemical Engineering
 - Early Childhood Educators
 - Entrepreneurs
 - Farming
 - Firefighting
 - Forestry
 - Freelance Writers
 - Human Resources

- Information Technology/MIS
- Inventors
- Law Enforcement
- Librarians and Library Science
- Management
- Marketing
- Musicians' Exchange
- Nonprofit Charitable Orgs
- Nursing
- Public Relations
- Publishing
- Social Work
- Technical Writing
- Telecommuting
- U.S. Military
- US Gov Info/Resources

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By [Claudia Lynch](#), Benchmarks Online Editor

Mark is taking a break from his column this month.

Student Organizations on the Web

As we reported in [January](#), UNT's Central Web support provides Web space to official University student organizations, free of charge. All you need to do to get your organization online is obtain a UNT internet account at <http://getlogin.unt.edu/> and complete an "Application for Student Organization Computing Services." The application can be obtained on the third floor of the University Union suite 422 at the Student Activities Center. Once the center approves your organization you'll receive a message from Central Web Support giving you all the information you need to place your organization online.

The UNT Student Organization's Website can be found at <http://orgs.unt.edu/>. Why not visit the site and take a look at all the organizations that are currently represented there? Everything from Air Force Reserve Officer Training Corps to sororities and fraternities to religious groups to dorm organizations has a Web page.

If you need help getting your organization's Web page created, Central Web Support offers several courses about publishing with both Microsoft FrontPage and Netscape Communicator each semester. These free courses are announced here in *Benchmarks Online* in the [Short Courses](#) column and also on the Training Web at <http://www.unt.edu/training/shorters.htm>.

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Short Courses

By [Claudia Lynch](#), *Benchmarks Online* Editor

There are no more ACS Short Courses available this semester. Please consult the [Short Courses](#) page to see the types of courses that will be offered this summer.

Customized Short Courses

Faculty members can request customized short courses from ACS, geared to their class needs. Other groups can request special courses also. Contact ACS for more information (ISB 119, 565-4068, lynch@unt.edu).

Especially for Faculty and Staff Members

In addition to the [ACS Short Courses](#), which are available to students, faculty and staff, staff and faculty members can take courses offered through the [Human Resources](#) Department, the [Center for Distributed Learning](#), and the UNT Libraries' [Multimedia Development Lab](#).

Center for Distributed Learning

The Center for Distributed Learning offers courses especially for Faculty Members. Topics include those listed in the box below. The center also offers a "Brown Bag" series which meets for lunch the first Thursday of each month at Noon in ISB 204. The purpose of this group is to bring faculty members together to share their experiences with distributed learning. One demonstration will be made at each meeting by a faculty member with experience in distributed learning. Each meeting is followed, for those interested in using WebCT®, by a one hour orientation for beginners in ISB 203. More information on these activities can be found at the [Center for Distributed Learning](#) Web site.

Distributed Learning Training - May & August 2000 Schedule

Attend this four day workshop to become familiar with many aspects of distributed learning, including how to plan for it, course conversion, presentation skills, videoconferencing, and WebCT web course management software. The workshops will be offered between long semesters and summer.

Workshop 1: May 16 - 19

Workshop 2: August 14 - 17

Check out "Training and Events" at www.unt.edu/cdl for more information or to register online.

UNT Libraries'

The UNT Libraries' Multimedia Development Lab has also offered free training to all University of North Texas faculty and staff in the basics of FrontPage 98 and information architecture in the past. For more information visit the Multimedia Development Lab's home page at <http://www.library.unt.edu/mmdl>

Technical Training

Technical Training for campus network managers is available through the Campus-Wide Networks division of the Computing Center. Some of the [seminars](#), such as one on disaster recovery/business continuity planning techniques, may be of interest to others on campus as well.

UNT Mini-Courses

These are a variety of courses offered, for a fee, to UNT faculty, staff and students. It was recently announced that all faculty, staff and students are being offered a five dollar discount on any UNT minicourse. According to the announcement:

UNT Minicourses are informal, test-free courses for adults interested in learning new skills, enriching leisure time, managing personal finances, creating healthy and active lifestyles, and developing marketable professional skills.

The Spring 2000 line-up offers a total of 80 courses in 16 different categories, including 14 all new courses for 2000. In Spring 2000 you'll find new ideas and fresh approaches in classes about building wealth, home computing, recreation, wellness, career building as well as the region's largest selection of special interest courses in art, language, history, music and dance.

Celebrate the new millennium and prepare for the opportunities ahead by learning something new through a UNT Minicourse.

For a free brochure or additional information, call (940) 565-3482 or surf over to <http://www.unt.edu/ccedm> for a complete on-line brochure.

Alternate Forms of Training

The [Training](#) Web site has all sorts of information about alternate forms of training. Training tapes, Computer Based Training ([CBT](#)) and Web-based training are some of the alternatives offered. There are also handouts for computer training (Microsoft Office 97 and Windows 95) on the following topics:

- GroupWise 5.2 -- Handout for Win95/NT
- FAQ for GroupWise 5.2
- Info on GroupWise for Win3.1

Computers - Back to the Basics

- Introduction to Windows 95
- Introduction to Word 97
- Advanced Word 97 - MailMerge It Together
- Introduction to Excel 97
- Introduction to PowerPoint 97
- Introduction to Remedy (THE Call-Tracking Program)
- Using Netscape Communicator and the UNT Home Page

December 1999's "[List of the Month](#)" offers links to free Microsoft Word and Excel information also.

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IRC News



Minutes provided by Sue Ellen Richey,
Recording Secretary

IRC Regular Voting Members: *Judith Adkison, College of Education; Ginny Anderson, Fiscal Affairs; Donna Asher, Administrative Affairs; Sue Byron, Faculty Senate; Carolyn Cunningham, Student Affairs; Jim Curry, Academic Administration; David Griffiths, Student Association, Don Grose, Libraries; Jenny Jopling, Instruction Program Group; Joneel Harris, Administrative Program Group; Elizabeth Hinkle-Turner, Standards and Cooperation Program Group; Allen Livingston, Graduate Student Council; Dan Mauldin, University Planning Council; Ramu Muthiah, School of Community Services, GALMAC; Jon Nelson, College of Music; Robert Nimocks, Director, Information Technology, UNTHSC; Steve Oeffner, UNT Health Science Center; Russ Pensyl, School of Visual Arts; Patrick Pluscht, Distributed Learning Team; Mark Rorvig, Research Program Group; Paul Schlieve, Communications Program Group; Kathleen Swigger, College of Arts and Sciences; Philip Turner, Associate Vice President of Academic Affairs for Distance Education and Dean of the School of Library and Information Resources (Chair, IRC);; Virginia Wheelless, Chancellor; John Windsor, College of Business. **IRC Ex-officio Nonvoting Members:** *Leslie Bowden, Telecommunications; Jim Curry, Microcomputer Maintenance Shop; Michael Forster, UNT Health Science Center; Richard Harris, Computing Center; Coy Hoggard, Computing Center; Maurice Leatherbury, Computing Center; Sue Ellen Richey, Computing Center (Recording Secretary). [As of 9/99]**

March 21, 2000

VOTING MEMBERS PRESENT: PHILLIP TURNER, CHAIR, SUE BYRON, RAMU MUTHIAH, JUDITH ADKISON, CRAIG BERRY (for RUSS PENSYL), KATHLEEN SWIGGER, PATRICK PLUSCHT, JOHN WINDSOR, ELIZABETH HINKLE-TURNER, JENNY JOPLING, LOU ANN BRADLEY (for DON GROSE)

NON-VOTING MEMBERS PRESENT: LESLIE BOWDEN, MAURICE LEATHERBURY, COY HOGGARD, RICHARD HARRIS, SUE ELLEN RICHEY (Recording Secretary)

MEMBERS ABSENT: BILL BUNTAIN, JIM CURRY, GINNY ANDERSON, MARK RORVIG, JONEEL HARRIS, ROBERT NIMOCKS, DONNA ASHER, JON NELSON, ALLEN LIVINGSTON, PAUL SCHLIEVE, CAROLYN CUNNINGHAM, STEVE OEFFNER, VIRGINIA WHEELLESS, MIKE FORSTER

GUESTS: JENNIFER JOHNSON

Instruction Program Group

Jenny Jopling reported that the Instruction Program Group has not met since the last IRC meeting, but the committee is communicating via email regarding the arrangement of a meeting between eight institutions of higher education to discuss a state-wide computer-based testing network.

Teaching with Technology

Maurice Leatherbury announced that 42 applications for Teaching with Technology grants have been received, which request a total of \$285,000 . The committee has reviewed the applications and will meet Thursday of this week to make its determinations and recommendations to Dr. Kesterson. After looking at the grant proposals, Maurice reported to Dr. Kesterson that it would be difficult to fairly divide the allotted \$100,000 among the deserving grants and asked him to allocate additional funds if possible. Dr. Kesterson said he would look into it.

Administrative Program Group

In Joneel Harris' absence, Coy Hoggard reported for the Administrative Program Group. The group has met with Computing Center team leaders to update their project list. It has been determined that if all of the projects are to be accomplished within a timeframe acceptable to the user area representatives, additional staffing will be necessary. New staff position requests have therefore been submitted. Also, with regard to looking at new student systems, Joneel has scheduled Datatel to make a presentation in mid April.

Standards & Cooperation Program Group

Elizabeth Hinkle-Turner reported for the Standards & Cooperation Program Group that the group is preparing a statistical report which will show a three-year comparison of computer inventory, by inventory account number. Information as to type of computer will be included. Initially the report will be distributed to the IRC, but will be available for departments.

Distributed Learning Team

Patrick Pluscht reported for the Distributed Learning Team that UNT will be represented at the Texas Distance Learning Association Annual Conference. Patrick will manage a program track of seven break-out sessions that deal with management and administration; Jenny Jopling and Kim Crawford will make presentations; and a 3-hour workshop will be conducted on institutional cooperative agreements. Patrick also reported that his group is working on a database of approved courses and programs at UNT and will be placing it on-line soon. In addition, he announced a downloaded demonstration about creating a virtual campus. He previewed that demo for the Council and announced that if anyone is interested they can view the download in its entirety at ttvn.tamu.edu (select option "Streaming Video" and then "7th Annual Satellite Conference").

Maurice Leatherbury announced that the streaming video server was delivered just before Spring Break. The disk array was to be delivered yesterday; therefore, it is expected that people will be able to deliver streaming video soon.

IRC Strategic Plan

Maurice Leatherbury announced that the instructions have been received for preparation of the Information Resources Strategic Plan for this biennium. The plan is due to the State by June 1, and this year will be submitted as an appendix to the University's Strategic Plan. This year's plan requires a report of measurement of customer satisfaction.

Team Web

Maurice also announced that he is about to reconvene Team Web to help revise the UNT

policy on Web development. The State has developed new Web publishing rules that all state agencies have to conform to. A privacy policy has to be developed for the University Web site so that any department collecting personal data on the Web form has to publish a privacy policy for that form. Also, any new Web page that meets the definition of an official state publication must have four meta-tags with the page, for title, author, content, description and p-words on each page. Maurice has drafted a revision to the University Policy and Team Web will begin working on that soon.

EDUCAUSE in Texas

Maurice reported that he attended a meeting of a group within the state that is planning to form a Texas chapter of EDUCAUSE. The hope is that a local chapter will enable better communication within the information technology community in higher education institutions. A state conference is planned for February 2001 in San Antonio.

Other Computing Issues

Kathleen Swigger commented that she has noted a very slow response time when using the Internet on campus. Maurice responded that Data Communications has final proposals and bids out on datacom projects that will improve that situation. It is anticipated that it will cost about \$200,000 to make these improvements, but the expenditure has been approved by the Vice President of Finance & Business Affairs. Further, Maurice stated that Datacom is considering cutting off the Dallas/Fort Worth dial-up lines to help remedy the high-volume traffic on the system, since low-cost internet service is available in those areas.

Kathy Swigger also commented that several universities she knows of are beginning to lease computer equipment rather than buy it, since technology is changing so rapidly, and leasing would allow for upgrades whenever technology warranted it. She suggested that UNT look into that possibility. Maurice remarked that leasing of laptops has been considered, but leasing has not been considered for desktop machines since the Microcomputer Maintenance Shop provides such good maintenance and upgrade pricing.

IRC Meeting Schedule

The **IRC** generally meets on the third Tuesday of each month, from 2-4 p.m., in the Administration Building Board Room. Planned exceptions to this schedule are that December meeting was moved to Dec. 14; that the May meeting will be moved to May 9 and the August will meeting be moved to August 8.

All meetings of the IRC, its program groups, and other committees, are open to all faculty, staff, and students.

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Staff Activities

Transitions

We welcome the following new employees:

- **Jason McMullen**, Telecommunications Stock Room Clerk (part-time).
- **Ting-Chun Hang**, Telecommunications Stock Room Clerk (part-time).
- **Darrin K. Morris**, Telecommunications Specialist.
- **Rehana Nayyer**, I/O Consultant (part-time).
- **John Rogers**, ACS GAL Monitor (part-time).
- **Michael Padilla** , ACS GAL Monitor (part-time).
- **Blas Rodriguez, Jr.**, Tape Librarian.
- **Mohammad Alsadka**, Helpdesk Consultant (part-time).

The following people no longer work in the Computing Center:

- **John Gonzales**, Administrative Computing programmer on the Year 2000 Project.
- **Terry Donaldson**, Datacom Technician (part-time).

Awards, Recognition

- **Brian Galloway**, Telecommunications Customer Service Coordinator , was recognized in the April 2000 *Human Resources Newsletter* as a "Soaring Eagle" for his assistance to a staff member.
- Computing Center Staff and associated Y2K committees were recognized as an Outstanding Group/Department at the Chancellor's Sack Lunch on February 22 and in the April 2000 *Human Resources Newsletter*.

Publications, Presentations

- **Dr. Elizabeth Hinkel-Turner**, ACS General Access Lab manager, recently co-hosted the annual conference of the Society for Electro-acoustic Music in the United States which took place on the UNT campus March 9-11. Her composition, "A Stitch in Time", for live real-time mixed video and audio was also premiered at the event. Hinkle-Turner also served as a faculty member at the Women and Music Technology workshop at Agnes Scott College in Atlanta, GA (March 15-18) where she provided instruction in Finale 2000 music notation software and Director 7 multimedia software. "A Stitch in Time" was performed and her CD-ROM installation, "Full Circle", was also presented at the event.

Publications by Former Staff Members

- **Eriq Neale**, former ACS General Access Lab manager, is co-author of *Windows 2000 Deployment Strategies*, which came out in March. Eriq has links for information about this book and other publications at <http://eriq.neale.com/Publications.html> if you're interested in what he's been up to since he left here.

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Campus Computing News

By [Dr. Maurice Leatherbury](#), Senior Director of Academic Computing

Internet 2 at UNT Status Report

The Alliance Internet 2 GigaPOP, of which UNT is a member, is rapidly approaching actual connection to the Abilene network (the Internet 2 backbone). At the GigaPOP Advisory Council meeting on April 13th, we learned that the Alliance for Higher Education, which is managing the GigaPOP, has the Cisco switch on hand to connect the five initial members to the I2 backbone and is awaiting the "local loop" between the AHE site near the UT Dallas campus and the downtown Qwest site where we will connect to the Abilene network. The local loop connection is supposed to be made some time between April 25th and May 5th, at which time the member institutions can begin testing their circuits and routing Internet 2 traffic.

UNT is not on the AHE fiber spine and thus will incur more expense and delays to connect to the GigaPOP than the other universities. We've gotten bids to obtain a DS-3 line (45Mbps) to the AHE site but it will probably be August before we can actually select a vendor, get a contract, buy the necessary hardware, and actually make the connection.

The advisory council voted last week on operational guidelines for the GigaPOP: those guidelines spell out membership rules and responsibilities, specify the costs of joining the GigaPOP, and delineate the governance structure of the organization. There are five charter members of the Alliance Internet 2 GigaPOP: UNT, University of Texas at Dallas, University of Texas at Arlington, Texas Christian University, and Alcatel USA Incorporated. Both Southern Methodist University and Baylor University have expressed interest in joining at some time in the future, and we also expect additional corporate members to come on board within the next year or so.

DCSMT Evaluating Personal Digital Assistants

The Distributed Computing Support Management Team is currently evaluating a number of PDA's, such as the Palm Vx, various Cassiopeia devices, and the Psion Riva, with the goal of determining which device or devices work in UNT's computing environment. The Computing Center is funding the purchase of several evaluation units, which are being circulated among technical support staff as well as end-users. Tim Christian, Computing Systems Manager in the College of Arts and Sciences, is heading up the DCSMT committee conducting the evaluation. The committee has established the following evaluation criteria:

1. GroupWise integration
 - Supported features in priority order:
 1. Calendar
 2. Task
 3. Directory (contact information)
 4. Notes

- 5.Email
- 2.Ease of use for the end-user (input devices, stylus, keyboard, OS, etc.)
- 3.Supportability (management, reliability, stable, etc.)
- 4.Cross-platform (Windows, Mac, Unix)
- 5.Portable (goals: pocket-sized, lightweight)
- 6.Rugged
- 7.Battery life (longer the better)
- 8.Screen (color support, back-lit, overall quality)
- 9.Breadth of applications
- 10.Expandability
- 11.Internet connectivity/Pure wireless
- 12.Life Cycle
- 13.Cost (initial, on-going)

To date, only one of the units that were ordered has been received, so it's likely that the committee won't complete its evaluation until some time in the Summer. In the meantime, if you have an interest in the process you can contact Tim at tim@unt.edu or x4498.

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GroupWise Document Management: Creating Documents

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GroupWise Document Management: Creating Documents

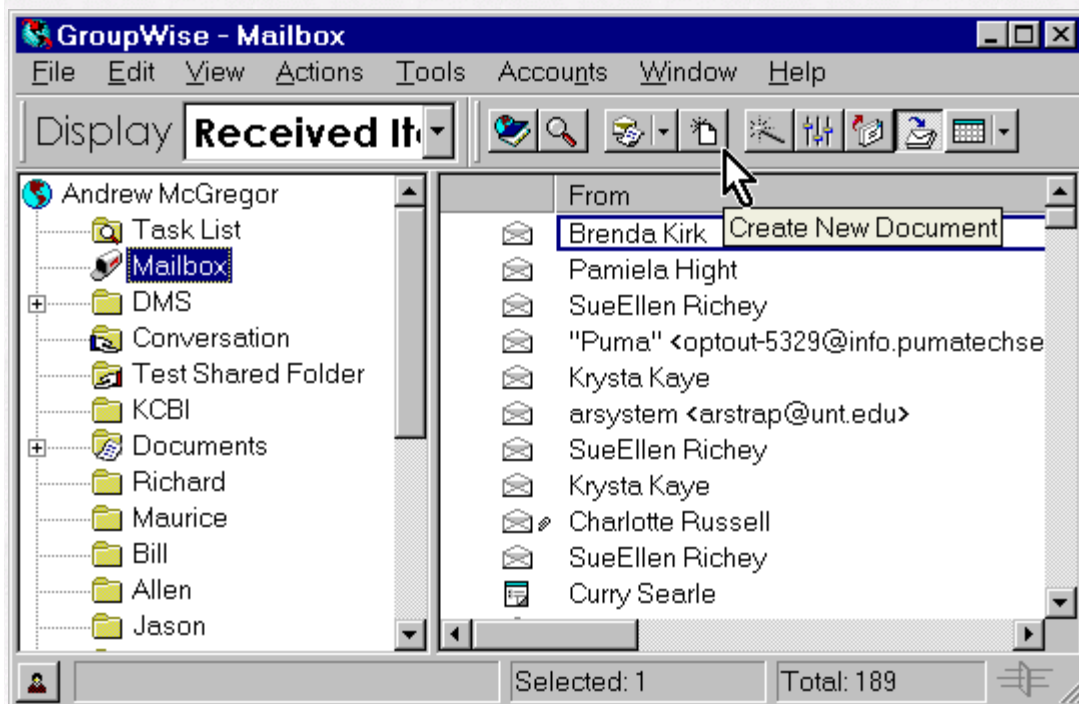
This is the third in a series of articles on the topic of GroupWise Document Management. This article does not deal specifically with the GroupWise Macintosh Client, which will be covered at a later date.

By [Andrew McGregor](#), Messaging Support Specialist

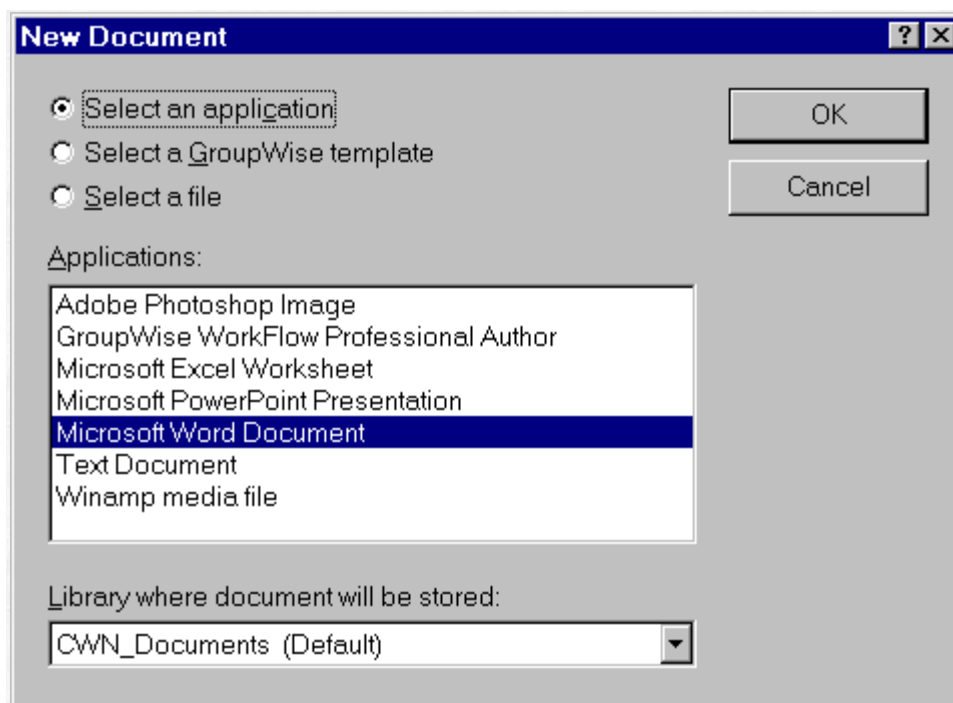
This short article will describe the process of creating documents in the GroupWise DMS. There are two ways to create documents in the GroupWise DMS, and they are very easy to master. If you read the previous [article](#), some of the material will be very familiar to you.

Creating Documents Using the "Create New Document" dialog box

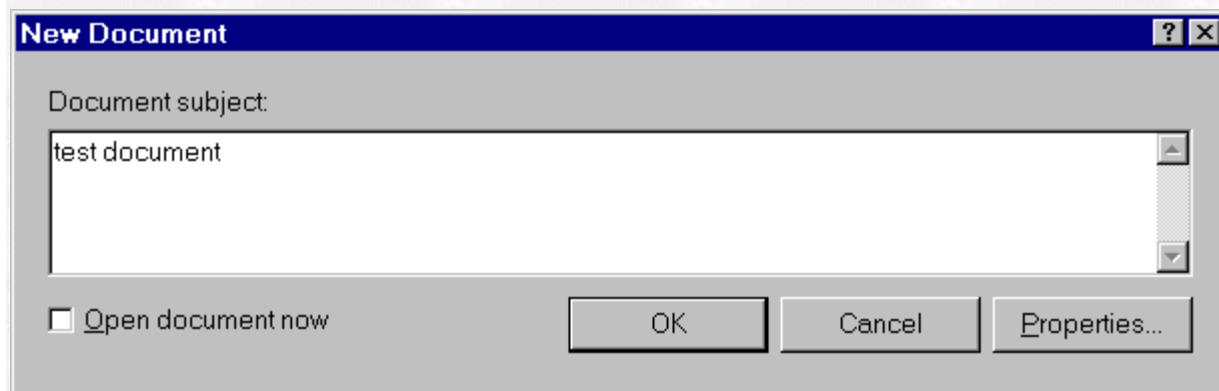
The first way to create a document is to use the "Create New Document" dialog box. The second way is to use the application integrations in conjunction with a fully integrated application. Let's look at how you would do it with the "Create New Document" dialog box.



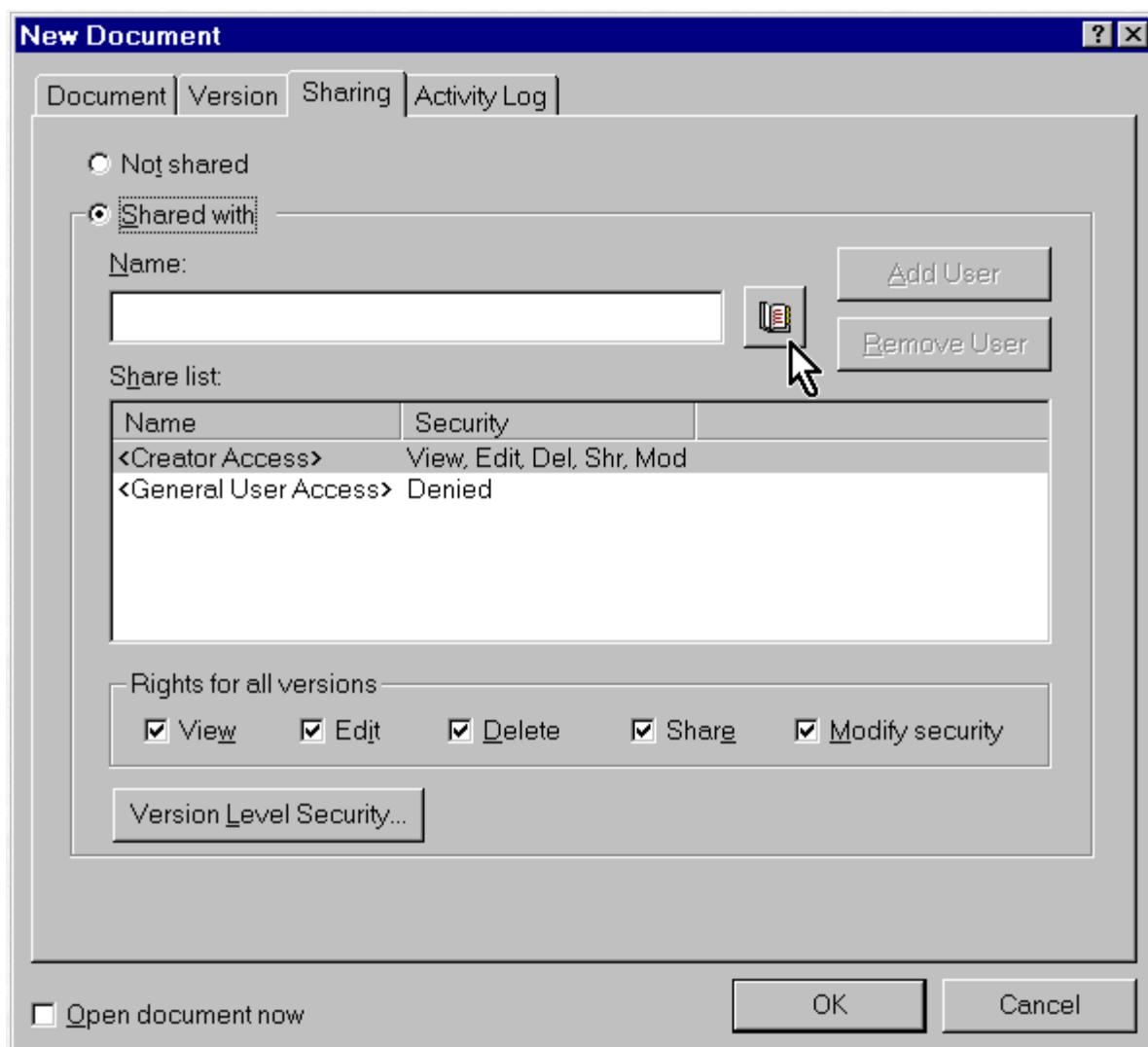
The first step is to either click on the "Create New Document" tool bar button, or click on "File" and then choose "New" and then "Document". One other way to get to the same dialog box is to simply hold down the "CTRL" key and simultaneously press the letter "D". Any of these processes will bring up the same dialog box. In the window that appears, choose "Select an application" and then pick the application you would like to use from the list of applications below. For our purposes, I will pick "Microsoft Word Document". At the bottom, choose the correct library in which the document will be deposited. When you are satisfied with these settings, click "OK".



At this point, the "New Document" dialog box will appear, and you will need to type in a subject for your document. If you don't type in a subject, the subject field in the GroupWise client will be blank. If you wish to open the document to edit it, you can put a check in the check box beside "Open document now", otherwise leave it blank, and the document reference will be created in the client, so you can open it later. You'll want to set the rights for the document at this point, so click on the "Properties" button.



When the "New Document" property box comes up, select the "Sharing" tab. In the "Sharing" properties, you can select "Shared with" and add whomever you would like to have rights to your document. If you do not select "Shared with" and add a user, then the default is "Not shared", so you will be the only user who will be able to view the document. If you are satisfied with the settings you have chosen, click on "OK" to continue. When you click on "OK", the document reference will be created in your client and the corresponding application will open if you chose to open the document.



To save the document, when you are done editing, you simply close the document as normal, and it will be saved into the library.

The second way to create a document in GWDMS is using the application integrations. The integrations allow you to start the creation of a document in the corresponding application rather than the GroupWise client and then store the document in the library without going through the import process. We don't encourage this procedure at the present time, since some of the integrations tend to be problematic, so I won't pursue this subject any further. There are other features that are basic to GWDMS that still need covering, so until next time . . .

More Information

Stay tuned for more neat GroupWise Document Management features next time. If you want to do some reading in the meantime, check out the topic of "Document Management" in the Novell GroupWise Cool Solutions [vault](#).

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Is Your Site ADA Compliant?

By [Shane Jester](#), Central Web Support

Do you maintain an official Website at the University? If so, did you know that state Websites are required to be ADA compliant? Do you even know what ADA compliant means?

ADA Basics

The Americans With Disabilities Act (ADA) basically states that those people with either physical or mental handicaps shall not be discriminated against in cases where it is possible to avoid such discrimination. Because the internet is such a visual experience, it is easy to forget that not everyone can see it. That does not mean that these same people cannot participate and benefit from the internet. There are several "text-to-speech" computer software packages that will translate information on a computer to speech, allowing a person with a visual impairment to hear the content of your Website. However, there are a few things which you as a Web developer must do in order to make this possible.

Making your Website ADA Compliant

1. **If you develop a Website with cutting-edge technology, make sure it is readable by the text-to-speech readers and if it is not, then provided an alternate Web page that is readable.** The Web is always changing and new technologies are coming forth every day. However, the software which translates these technologies is not always capable of doing so immediately.
2. **Remember that a graphic is not something a speech reader can translate.** If you use a graphic to display any meaning at all, then place a description of the graphic in the ALT TAG. This can be done in Microsoft FrontPage by selecting the picture properties and placing the descriptive text in the "Alternative representation Textbox". The speech reader will then read that text when the graphic is selected.
3. **Avoid the use of frames whenever possible.** Although frames can give a very complex Website better navigation features when used properly, they are often unreadable by speech readers. Usually, only one of the frame windows is translated by the software which makes the Website appear incomplete.

Test it out

These are just three of the major pitfalls that have the ability to make a Website ADA non-compliant. However, these are also the most common reasons that sites fall in the non-compliant category. The way to be sure if your site is ADA compliant is to test it using "text-to-speech" software. If you do not have the money to purchase the software, there are packages installed in the Adaptive

Computer Lab located in Chilton Hall room 116. If you have a valid Student or Faculty/Staff ID you can use the computers to test your Website. Whether it is your personal Web page or an official UNT Website, you should always make sure that you can have as many viewers as possible.

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Peep

Peep

By [Claudia Lynch](#), Benchmarks Online Editor

It's that time of year again. Easter is just around the corner and Peeps have invaded the grocery store shelves. Actually, they've been there since around Valentine's Day. Did you notice? According to a meticulously researched *Salon.com* article, "[Where do Peeps Come From?](#)":

For five years running, Peeps and Bunnies have been America's favorite nonchocolate Easter treats. But numbers don't tell half the story. These innocent-looking creatures -- the chick-shaped Peeps in particular -- have become icons of American pop culture. People don't just eat Peeps. They take pictures of them. They make crafts with them. They write songs about them. They put them on wreaths. They put them on pizza. They create parody porn Web sites for them. And some curious souls devote countless hours to Peep research, testing the effects of everything from heat to liquid nitrogen on the hardy little fertility symbols.

Peep research? That's right, actual scientists have tried to uncover the many mysteries of "the Peep." Emory University's Gary Falcon and James Zimring have conducted extensive clinical studies on Peeps. According to their Peep Research page (<http://www.learnlink.emory.edu/peep/>), they have conducted two fundamental types of Peep research, basic science and risk analysis. In the basic science phase they investigated how Peeps react to:

- cold
- heat
- solubility testing
- Low-pressure environments

In the risk analysis phase they investigated the effects of smoking and alcohol on Peep health. Also presented on this page is a documented "Medical Miracle" -- Quintuplet Peep siblings, conjoined at birth, were separated through a "daring application of modern medicine!"

More fun with Peeps

If you haven't had enough fun yet, be sure to visit the Peep Dance Page (<http://www.peepdance.com/>), sing some Peep Lyrics (<http://users.ids.net/~flamingo/mp.html> -- you'll need to scroll down to see the lyrics), and take a tour of the Peeps Factory

(<http://www.marshmallowpeeps.com/factory.html>) where all Peeps are born.

Want more? Annie's Peeps Links (<http://www.geekbabe.com/peeps/>) has all sorts of, well, links to other Peeps-related sites. To give you an idea of how interested people are in Peeps, this page is organized into the following sections:

- General info and official sites
- Newest additions
- Classic, long-standing, and highly recommended sites
- Just Born Factory fire news
- Humor
- Testing, torture, nuking, etc.
- Arts, crafts, recipes, stories, poetry, etc.
- News reports and features
- Peeps Links and Information
- Personal pages
- The Good, The Bad, and The Very Bad :)
- Pages of Shame

Have fun!