

## Columns

[NetworkConnection](#)[Link of the Month](#)[IRC News](#)[RSS Matters](#)[www@unt.edu](#)[Short Courses](#)[Staff Activities](#)

[Don't forget our monthly Columns!](#)

### Campus Computing News

**Electronic Records(Almost)  
Everything You Need to Know:  
Part I**

**Winter Break Hours**

**UNT Web PresentHarvested**

**TODAY'S CARTOON**



[Return to top](#)

## UNIVERSITY OF NORTH TEXAS™

[Network Connection](#) | [Link of the Month](#) | [IRC News](#) | [RSS Matters](#) | [www@unt.edu](#) | [Short Courses](#) | [Staff Activities](#)

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[UNT home page](#) | [Search UNT](#) | [UNT news](#) | [UNT events](#)

[Page One](#)

[Campus Computing News](#)

[Winter Break Hours](#)

[UNT Web Presence Harvested](#)

[Today's Cartoon](#)

[RSS Matters](#)

[The Network Connection](#)

[Link of the Month](#)

[WWW@UNT.EDU](#)

[Short Courses](#)

[IRC News](#)

[Staff Activities](#)

[Subscribe to Benchmarks Online](#)

## Campus Computing News

### Electronic Records: (Almost) Everything You Need to Know: Part I

By [Dr. Paul Dworak](#), Director of Compliance

This will be the first of several articles on the legal requirements we need to meet here at UNT when we use E-mail and when we create documents on our computers. You may be wondering:

#### *Why is "records management" important?*

Well, to get right to the heart of the matter, more people are getting fined and getting prison sentences if they delete records before they should. Companies also are suffering financial losses if they keep records too long.

#### *So, what is records management?*

Various state and federal laws determine how long we must keep every type of document that we create. For UNT, the State of Texas provides us with a State Record Retention Schedule that we must follow. "Records management" means (1) having a system for filing records, and (2) keeping them only as long as required, but no longer.

#### *So, what is a record?*

This is the bad news. Every document that you create on your computer, and every E-mail that you send and receive is a State record. The State of Texas describes a record as a document or image in any format that is used in the course of business. So, that is pretty much everything.

#### *What's the good news, then?*

If we have a system for classifying everything that we create and receive, then we can figure out when we can get rid of it. So, records *management* is a process of organizing and tracking our records. If we know what type of record a document is, then we can figure out how long to keep it, and we can delete it at the appropriate time.

#### **Transient Records**

This is a fancy name for "junk," and it also includes documents that have a clear expiration date. Announcements of meetings probably have no value when the meeting is over, unless you need to prove for some other legal purpose that the meeting had been scheduled. The

State allows us to delete a document “when its purpose has been served.” For junk E-mail, its purpose has been served as soon as it has been read (or most of us would say before it was sent!), so such E-mails can be deleted immediately.

Transient records make up the largest volume of everything that we create and receive, so if we can get rid of these, then it is easier to classify and manage what is left. All other records are grouped into “record series,” which are just individual records of the same type. Time cards are an example of a record series. All time cards for all employees in a single fiscal year might be the contents of one *folder*, but all folders filed for all fiscal years would be part of the same record *series* called Time Cards. All records in a records series have the same retention period, so all the timecards in a folder for a single fiscal year can be destroyed five years after the end of the fiscal year represented by the folder.

## **Records That Any Department Is Responsible for Managing**

There are approximately 300 record series in the [UNT Record Retention Schedule](#). For each record series, a department is listed as Final Repository. Many of these records are specialized, and departments like the Registrar or Purchasing and Payment Services are responsible for handling them. There are 70 record series for which the Final Repository is the “Local Unit.” Any department office will be the “local unit” for the records that it **creates** and that it **uses** in the normal course of its business. If you create the record, and if no other department uses the record in its business, then you need to manage it.

Of course, most offices do not create 70 different types of records. Most departments use 17 types in most of their business, and academic departments also use 4 more records, one of which is also housed in the Registrar’s Office. These record series fall into the following categories, and the number or text in the square brackets [ ] indicates how long to keep the record

### *General Administration*

Transitory Information [Purpose of record has been fulfilled]  
Correspondence, Administrative [3 years]  
Correspondence, General [1 year]  
Meeting Minutes – Staff [1 year]

### *Interviewing and Hiring*

Applications for Employment: Hired [ 5 years after termination of employment]  
Applications for Employment: Not Hired [3 years]  
Employment Selection Records (Interview Notes and Documentation) [2 years]  
Resumes - Unsolicited [1 year]

### *Time Keeping*

Leave Status Reports [3 years after the end of the fiscal year]  
Overtime Authorizations [5 years after the end of the fiscal year]  
Overtime Schedules [2 years]  
Time and Leave Records, Less Than Full Time Worked [4 years]  
Time Cards [5 years after the end of the fiscal year]  
Time Off and /or Sick Leave Requests [3 years after the end of the fiscal year]  
Work Schedules / Assignments [2 years]

### *Other*

Complaint Records [2 years after final disposition of complaint]

Destruction Sign Offs [3 years after the end of the fiscal year]

*Student-Related*

Course Outlines and Descriptions [7 years after the end of the fiscal year] (can be in storage for 6 years)

Faculty Grade Book [5 years]

Tests - Student Academic [1 year following the semester in which the test was taken]

## **E-mail Records**

E-mail is not a type of record. There is no record series called "E-mail." Instead, E-mail is a medium in which a record can be represented. Paper records, microfiches, blueprints, and electronic databases are other examples of record media. How many record series could be created by means of E-mail? In principle, any of them, but the most common would probably include Transitory Information, Administrative Correspondence, General Correspondence, and Unsolicited Resumes.

Of course, any type of record series could be attached to an E-mail, but unless the E-mail itself contributes something new to the content of the attachment, the E-mail itself is probably an example of correspondence. For those departments like Purchasing, an E-mail might be a record of an accounts payable record, but depending on the circumstances, Purchasing might be responsible for managing such an E-mail, but the Local Unit would not.

## **Transitory Information in E-mails**

This is the category that takes the most space and has the least value. It includes all bulk mail and junk mail. It also includes any E-mail or appointment that has an expiration date. For example, an E-mail meeting notice is no longer of value once the meeting is concluded. The E-mail has served its purpose and can be deleted (unless there is some legal requirement that a log of meetings be retained, but this is not the usual case).

In most cases, "Everyone" E-mails are transitory. For most people, they may have no value at all. For others, they may have information about a lecture or event, and when that event is over, the E-mail has served its purpose. Some Everyone E-mails may have information about how to apply for a grant. These E-mails can be kept until the deadline for the grant has passed, or until the recipient no longer needs the E-mail.

Even most Official Notice E-mails fall into the transitory category.

Ideally, the sender of an Everyone E-mail should delete it from all mailboxes when its purpose has been served. If this is not done, then any recipient who has their archive activated will make a copy when the E-mail is archived, resulting in potentially thousands of copies of a worthless E-mail. Deleting expired E-mails saves space, and therefore it also saves money.

Keep in mind that the Trash does not immediately purge deleted E-mails, so if you make a mistake, you can always "undelete" an E-mail. Depending on your settings, items may remain in the trash for about two weeks before they completely go away.

## ***What Is General and Administrative Correspondence?***

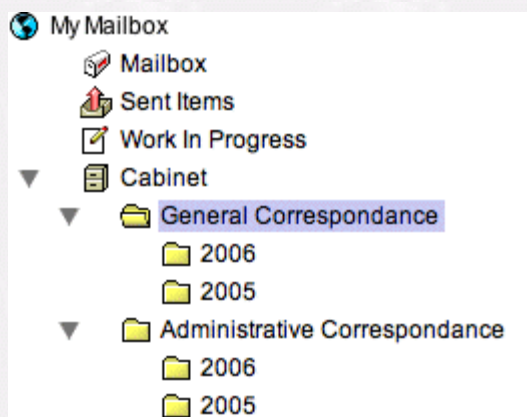
Someone writes to you requesting information about your department, its events, or its academic programs. You send an E-mail to reply to this person. Both the E-mail you receive

and the E-mail you send would need to be kept for 1 year. Now, you can use your judgment about this. If the correspondence is “routine,” then you can consider it “transitory” and delete it “when its purpose has been served.” An example would be an E-mail requesting the performance times of a concert. If your job is to reply to such E-mails, then the E-mail you received and the one you sent have no value after the concert, so you can delete them both.

General correspondence is correspondence that you send and receive that relates to the operation of your department, but it is not related to decision-making and planning.

If, however, you are on a committee, and the committee is exchanging E-mails to comment on attachments of reports and documents created by the committee, then you are creating Administrative Correspondence, and these E-mails would need to be saved for 3 years. Now, in this case, you start counting the 3 years from the **last** E-mail sent in the series of E-mails about the same topic.

To file your correspondence in GroupWise, you could create two folders in your Cabinet—one called General Correspondence, and one called Administrative Correspondence. In each folder, you should create subfolders with the year (2005, 2006, etc.). For example:



In the case of Administrative Correspondence that includes committee work that reflects more than one year, you could use the name of the committee as the name of the subfolder, and include the range of years (TaskForce2005.2007). The subfolder name should give you a clear idea of the end date of the contents of the folder, and then you count one or three years from the end date before you delete the entire folder.

If you have archiving turned on, part of the contents of your folders will be archived. When you delete subfolders, you may need to go into the archive to do the deletions.

If the committee does work that has historical value, then the documents might need to be kept permanently in the University Archives, but the Archivist would need to determine if the E-mails themselves had historical value, or only the attached documents. This would be decided on a case by case basis.

There is no problem keeping an E-mail longer than three years, as long as it is not kept forever.

## Legal Records Holds

Another title for this section is “What did Enron do wrong?” After the investigation of Enron began, corporate officers discovered that they had been keeping records longer than their retention schedule required. So they started destroying the records that had expired. Too late!! Once a legal proceeding has begun or a subpoena has been issued, no records related

to the proceeding can be destroyed, even if they have expired.

How will you know that a Records Hold is in place? The Office of Vice Chancellor and General Counsel will ask you for your records. Once you get such a request, you cannot delete E-mails that you could have deleted earlier. It is perfectly legal to delete E-mails when they expire, as long as you do not do so after a Records Hold is in place.

If you delete records after a Records Hold is in place, you could be charged with Obstruction of Justice or something worse, and this can result in penalties or jail time.

So, the solution is to save everything, right?? No! It can create just as great a legal exposure to have a court look at 20 years of correspondence instead of 3 years of correspondence. The objective of record retention is to keep records for as long as the law requires, but no longer. The retention periods are set by federal and state laws, based on how the record series is routine used in business, and based on the number of years that courts and prosecutors usually want to examine.

The bottom line: Don't keep it longer than you must, but NEVER delete a record after the Legal department has told you that a Records Hold is in place.

*By the way*—if you save a copy of an E-mail, and the sender deletes it, your copy of the E-mail is now considered the record copy (the original), which means that the E-mail was actually not deleted. Your copy can be subpoenaed and used in a legal proceeding.

*General rule*—don't keep copies of anything for which you are not Final Repository any longer than you need it. In no case are you allowed to keep a copy longer than prescribed in the [Record Retention Schedule](#).

*Exception*—if your use of a document changes its category (the record series that it falls into), then you may become the Final Repository of the document in this new category. This should only happen rarely, so if you feel you need to do this, please contact me.

For any questions that you have about this article, please E-mail me at [dworak@unt.edu](mailto:dworak@unt.edu) or call me at 940-565-4906. See you in the next article.

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[Return to top](#)

[Page One](#)
[Campus  
Computing  
News](#)
**Winter Break  
Hours**
[UNT Web  
Presence  
Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network  
Connection](#)
[Link of the  
Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to  
Benchmarks  
Online](#)

## Winter Break Hours

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

Following are the hours for Computing and Information Technology Center-managed facilities over the winter break. The University is [officially closed](#) December 26-30 and January 16. Additionally:

- The [Helpdesk](#) will be **closed** December 24, 25, 31 and January 1. Open December 26-30 from 9 a.m. - 5 p.m. Normal hours resume January 2.
- The **ACS General Access/Adaptive Lab** ([ISB 110](#)):

Saturday & Sunday, December 17 & 18: **Closed**

Monday - Friday, December 19-23: 9 a.m. to 5 p.m.

Saturday, December 24 - Sunday, January 1: **Closed**

Monday - Friday, January 2-6: 9 a.m. to 5 p.m.

Saturday & Sunday, January 7 & 8: **Closed**

Monday - Friday, January 9-13: 9 a.m. to 5 p.m.

Saturday, January 14: 10 a.m. - 5 p.m.

Sunday, January 15: 1-10 p.m.

Monday, January 16: **Closed**

Tuesday, January 17: Resume normal hours.

## Hours for Other Campus Facilities

### General Access Labs

- [WILLIS](#):

Saturday, December 17: 9 a.m. - 5:50 p.m.

Sunday, December 18: **Closed**

Monday - Friday, December 19-23: 8 a.m. - 5:50 p.m.

Saturday, December 24 - Sunday, January 1: **Closed**

Monday - Friday, January 2-6: 8 a.m. - 5:50 p.m.

Saturday & Sunday, January 7-8: **Closed**

Monday - Thursday, January 9-12: 8 a.m. - 5:50 p.m.

Friday, January 13: 8 a.m. - 1:50 p.m.

Saturday, January 14: 9 a.m. - 5:50 p.m.

Sunday, January 15: 1 p.m. - 10 p.m.

Monday, January 16: 8 a.m. - 5:50 p.m.

Tuesday, January 17: Open 6 a.m., resume 24hr schedule

- [SLIS](#):

Saturday, December 17 - Sunday, January 8: **Closed**



Monday, January 9 - Friday, January 13: Noon - 8 p.m.  
Saturday - Monday, January 14 - 16: **Closed**  
Tuesday, January 17: resume normal hours.

- [MUSIC:](#)

Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

- [PACS Computing Center](#) (formerly SCS & SMHM):

Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

- [SOVA:](#)

Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

- [COE:](#)

Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: Open 7 a.m., resume normal hours.

- [COBA:](#)

Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

- [CAS:](#)

**GAB 330:**

- Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

**GAB 550:**

- Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

**Terrill 220:**

- Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

**Wooten 120:**

- Saturday, December 17 - January 16 : **Closed**  
Tuesday, January 17: resume normal hours.

- **UNT Dallas Campus- 155A**

Saturday & Sunday, December 17 & 18: **Closed**  
Monday - Friday, December 19-23: 9 a.m. - 6 p.m. Saturday,  
December 24 - Sunday, January 1: **Closed**

Monday - Friday, January 2-6: 9 a.m. - 6 p.m.  
Saturday & Sunday, January 7-8: **Closed**  
Monday - Friday, January 9-13: 9 a.m. - 6 p.m.  
Saturday, January 14: 9 a.m. - 5 p.m.  
Sunday & Monday, January 15 & 16: **Closed**  
Tuesday, January 17: Open 6 a.m., resume 24hr schedule

- **Engineering General Access Lab ([englab@unt.edu](mailto:englab@unt.edu), Research Park, B129, 891-6733)**

The lab will be closed Saturday, December 17 until some time before the spring semester starts. The spring semester reopening will be determined once renovation schedule is known.



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[Return to top](#)

[Skip Navigation Links](#)

[Page One](#)

[Campus Computing News](#)

[Winter Break Hours](#)

**UNT Web Presence Harvested**

[Today's Cartoon](#)

[RSS Matters](#)

[The Network Connection](#)

[Link of the Month](#)

[WWW@UNT.EDU](#)

[Short Courses](#)

[IRC News](#)

[Staff Activities](#)

[Subscribe to Benchmarks Online](#)

## UNT Web Presence Harvested

By [Mark Phillips](#), Head, Digital Project Unit, Information Technology Services, UNT Libraries

On November 22, 2005, as was [reported](#) in last month's *Benchmarks Online*, the Digital Projects Unit in the UNT Libraries carried out a harvest of the "unt.edu" Web presence at the request of the University Archivist. This harvest was executed using the Heritrix 1.4 Web harvester built by the Internet Archive. The harvester ran for 14 hours before it hit the pre-determined limit of 1 million pages (which was decided would be the maximum number of pages for this first harvest of the UNT Web presence). If you noticed any problems that were caused by the crawler on the day of the harvest, please send that information to Mark Phillips ([mphillips@library.unt.edu](mailto:mphillips@library.unt.edu)).

Currently the Digital Projects Unit is working on ways to provide access to this data through browse and search functionality. If there is anyone on campus who would like to use the harvested data for research purposes, please contact Phillips to arrange for a copy. Also, if your site was not included in this initial harvest and you would like it to be included in the Spring harvest scheduled for April 11th, send him the site URL.

Below is a breakdown of some of the data that was harvested.

### 265 \*.unt.edu hosts found

[uri] - (count)

- ejde.math.unt.edu - (35386)
- web2.unt.edu - (23890)
- ecomod2.geog.unt.edu - (23537)
- osprey.unt.edu - (23452)
- rss.acs.unt.edu - (19459)
- cops.csci.unt.edu - (19025)
- www.hsc.unt.edu - (18765)
- stoermer.coba.unt.edu - (15403)
- esupport.csci.unt.edu - (15254)
- acm.csci.unt.edu - (13980)
- texinfo.library.unt.edu - (13503)
- ieeecs.cse.unt.edu - (13296)
- acm.cse.unt.edu - (13260)
- students.csci.unt.edu - (12255)
- www.unt.edu - (11543)
- courses.unt.edu - (11246)
- www.library.unt.edu - (11163)
- govinfo.library.unt.edu - (10952)
- callie.csci.unt.edu - (8719)
- www.phys.unt.edu - (7602)
- www.ias.unt.edu - (7558)
- zope.unt.edu - (7493)
- www.coe.unt.edu - (7367)
- www.cas.unt.edu - (7344)

davinci.cascss.unt.edu - (6752)  
www.cs.unt.edu - (6621)  
humanitiespolicy.unt.edu - (5875)  
www.biol.unt.edu - (5691)  
www.hist.unt.edu - (5434)  
orgs.unt.edu - (5188)  
www.chem.unt.edu - (4724)  
www.psci.unt.edu - (4447)  
www.engl.unt.edu - (4047)  
www.comm.unt.edu - (3752)  
www.coba.unt.edu - (3466)  
www.geog.unt.edu - (3420)  
www.math.unt.edu - (3239)  
www.tcet.unt.edu - (2894)  
kallmanreport.math.unt.edu - (2511)  
www.etec.unt.edu - (2419)  
www.psyc.unt.edu - (2223)  
webctvista.unt.edu - (2153)  
dev.coba.unt.edu - (2056)  
www.tams.unt.edu - (2010)  
logic.csci.unt.edu - (1971)  
www.phil.unt.edu - (1934)  
www.kntu.unt.edu - (1908)  
www.rtvf.unt.edu - (1742)  
www.cep.unt.edu - (1707)  
courseweb.tac.unt.edu - (1638)  
notices.infosec.unt.edu - (1506)  
mayborninstitute.unt.edu - (1504)  
alt.coba.unt.edu - (1394)  
listserv.hsc.unt.edu - (1300)  
people.unt.edu - (1288)  
irservices.library.unt.edu - (1159)  
digitalprojects.library.unt.edu - (1139)  
www.art.unt.edu - (1134)  
www.music.unt.edu - (1127)  
essc.unt.edu - (1121)  
kevski.cecs.unt.edu - (1078)  
www.ecoplex.unt.edu - (1037)  
www.jour.unt.edu - (1026)  
web2survey.unt.edu - (943)  
inhouse.unt.edu - (914)  
www.iittl.unt.edu - (862)  
www.ling.unt.edu - (795)  
www.solar.unt.edu - (724)  
www.mtsc.unt.edu - (702)  
www.international.unt.edu - (628)  
courseweb.unt.edu - (625)  
libwebtest.library.unt.edu - (606)  
www.wmst.unt.edu - (576)  
www.cse.unt.edu - (565)  
www.cps.unt.edu - (514)  
www.eng.unt.edu - (480)  
docs.cecs.unt.edu - (437)  
web2caari.unt.edu - (412)  
www.econ.unt.edu - (410)  
www.gal.unt.edu - (397)  
www.forl.unt.edu - (356)  
www.smhm.unt.edu - (349)  
www.philtest.unt.edu - (295)  
fermat.csci.unt.edu - (281)

www.attd.unt.edu - (280)  
www.efec.unt.edu - (275)  
www.workteams.unt.edu - (268)  
projectweb.cc.unt.edu - (253)  
ncs.unt.edu - (234)  
students.hsc.unt.edu - (234)  
poseidon.csci.unt.edu - (210)  
secure.cep.unt.edu - (190)  
skytheater.unt.edu - (182)  
library.hsc.unt.edu - (180)  
www.sphs.unt.edu - (173)  
emod.unt.edu - (168)  
forums.unt.edu - (164)  
larc.csci.unt.edu - (157)  
www.opgf.unt.edu - (155)  
gwe.hsc.unt.edu - (150)  
research.hsc.unt.edu - (145)  
www.inst.unt.edu - (145)  
www.slis.unt.edu - (143)  
www.peace.unt.edu - (137)  
www.paths.unt.edu - (121)  
classes.cecs.unt.edu - (119)  
gwf.hsc.unt.edu - (117)  
thecampsite.ec.unt.edu - (114)  
prime.cecs.unt.edu - (107)  
www.sova.unt.edu - (107)  
noc2.datacomm.unt.edu - (103)  
www.mms.unt.edu - (103)  
www.csci.unt.edu - (100)  
www.ee.unt.edu - (97)  
library3.hsc.unt.edu - (96)  
max.lis.unt.edu - (93)  
www.debate.unt.edu - (92)  
careercenter.unt.edu - (91)  
www.pacs.unt.edu - (89)  
webcpp.csci.unt.edu - (88)  
eiswbdm.admin.unt.edu - (83)  
zeus.csci.unt.edu - (82)  
www.tsgs.unt.edu - (76)  
eiswbtrul.admin.unt.edu - (73)  
webmail.csci.unt.edu - (71)  
www.cmp.unt.edu - (69)  
www.gsc.unt.edu - (64)  
www.edsp.unt.edu - (63)  
asiaalacarte.ec.unt.edu - (62)  
xtremetravel.ec.unt.edu - (62)  
eiswbdv.admin.unt.edu - (60)  
www.healthcenter.unt.edu - (59)  
hera.csci.unt.edu - (59)  
eiswbqa.admin.unt.edu - (58)  
mediabook.library.unt.edu - (58)  
itds2.unt.edu - (56)  
www.facilities.unt.edu - (54)  
www.plant.unt.edu - (53)  
endow.unt.edu - (53)  
tla.library.unt.edu - (51)  
cerl.unt.edu - (51)  
www.cecs.unt.edu - (50)  
www.danceandtheatre.unt.edu - (50)  
www.year2000.unt.edu - (50)

dining.unt.edu - (50)  
untsystem.unt.edu - (49)  
home.unt.edu - (48)  
hammer.lis.unt.edu - (47)  
search.library.unt.edu - (45)  
newdirections.unt.edu - (45)  
leonardo.cascss.unt.edu - (42)  
www.sportpsych.unt.edu - (39)  
scubasafari.ec.unt.edu - (37)  
cri.hsc.unt.edu - (35)  
etravel.ec.unt.edu - (34)  
nervous.cnns.unt.edu - (33)  
webct.unt.edu - (32)  
ciso.unt.edu - (32)  
mrtg.datacomm.unt.edu - (32)  
elm.cecs.unt.edu - (31)  
lit.csci.unt.edu - (31)  
dataweb.cecs.unt.edu - (30)  
goliath.music.unt.edu - (30)  
ostmed.hsc.unt.edu - (28)  
lug.unt.edu - (28)  
mira.csci.unt.edu - (27)  
roanoke.ec.unt.edu - (27)  
www.crp.unt.edu - (26)  
www.csam.unt.edu - (26)  
texasopti.hsc.unt.edu - (25)  
jsp.csci.unt.edu - (24)  
my.unt.edu - (23)  
untvn.datacomm.unt.edu - (23)  
www.murphycenter.unt.edu - (23)  
cgi.cascss.unt.edu - (23)  
www.physics.unt.edu - (22)  
www.cascss.unt.edu - (21)  
wcherry.math.unt.edu - (21)  
netstorage.coba.unt.edu - (21)  
thptest.library.unt.edu - (20)  
www.forensic.unt.edu - (20)  
data3.unt.edu - (19)  
efnhmuseum.unt.edu - (19)  
eiswbbspb.admin.unt.edu - (19)  
www.nrl.csci.unt.edu - (19)  
www.tcee.unt.edu - (16)  
smtmcg.acs.unt.edu - (15)  
www.isq.unt.edu - (15)  
www.logistics.unt.edu - (15)  
www.csrl.unt.edu - (14)  
nds09.unt.edu - (14)  
nds08.unt.edu - (14)  
www.mcdu.unt.edu - (13)  
www.water.unt.edu - (13)  
www.texasbusmark.unt.edu - (12)  
eiswbcp.admin.unt.edu - (12)  
www.elmfork.unt.edu - (12)  
aquaticceology.unt.edu - (12)  
simeon.acs.unt.edu - (12)  
nsl.unt.edu - (11)  
www.css.unt.edu - (11)  
eiswbtra.admin.unt.edu - (10)  
untss.unt.edu - (10)  
digitallab.lis.unt.edu - (10)

dosaf.hsc.unt.edu - (10)  
eaglemail.unt.edu - (10)  
www.cics.unt.edu - (10)  
counseling.unt.edu - (9)  
pcb2.acs.unt.edu - (9)  
libwsec.library.unt.edu - (8)  
e-vents.ec.unt.edu - (8)  
www.inhouse.unt.edu - (8)  
advantage.ec.unt.edu - (7)  
realestatealumni.unt.edu - (7)  
www.ttis.unt.edu - (7)  
survey.unt.edu - (7)  
nss.ec.unt.edu - (7)  
media.unt.edu - (6)  
csrl.csci.unt.edu - (6)  
gwwac.unt.edu - (6)  
checkin.acs.unt.edu - (6)  
www.vdcl.cse.unt.edu - (6)  
myls.unt.edu - (6)  
eiswbcv.admin.unt.edu - (5)  
myfs.unt.edu - (5)  
zanovar.csci.unt.edu - (5)  
bcisnt1.coba.unt.edu - (4)  
housing.unt.edu - (4)  
www2.hsc.unt.edu - (4)  
www.seeq.com - (3)  
surveys.coba.unt.edu - (3)  
www.securityid.unt.edu - (3)  
bulkmail.unt.edu - (3)  
untc2.unt.edu - (3)  
slis-106254.lis.unt.edu - (3)  
js2.ec.unt.edu - (3)  
info.unt.edu - (3)  
quadpro.ec.unt.edu - (3)  
pan.acs.unt.edu - (3)  
training.unt.edu - (2)  
www.epsy.unt.edu - (2)  
my.hsc.unt.edu - (2)  
basicgroupwise.unt.edu - (2)  
metamarc.lis.unt.edu - (2)  
ba235e.coba.unt.edu - (2)  
cbt.acs.unt.edu - (2)  
rcs.cse.unt.edu - (2)  
www.communications.unt.edu - (2)  
tsmt.unt.edu - (2)  
iii.library.unt.edu - (2)  
webasm.csci.unt.edu - (2)  
eiswbepb.admin.unt.edu - (1)  
gww.unt.edu - (1)  
eiswbfspb.admin.unt.edu - (1)  
libharvest.library.unt.edu - (1)  
purchase.tickets.com - (1)  
eiswbpapb.admin.unt.edu - (1)  
murphycenter.unt.edu - (1)  
hsclibrary.hsc.unt.edu - (1)  
www.datacomm.unt.edu - (1)  
unt90841.cecs.unt.edu - (1)  
gwim.unt.edu - (1)  
gwweb.hsc.unt.edu - (1)  
www.tac.unt.edu - (1)

dls.unt.edu - (1)

### Mimetype harvested:

125 mimetypes harvested

[mimetype] - (count)  
text/html - (361342)  
image/gif - (158470)  
image/jpeg - (110557)  
application/pdf - (29801)  
text/plain - (24049)  
application/msword - (7772)  
application/vnd.ms-powerpoint - (3950)  
image/png - (3038)  
text/htm - (2884)  
text/css - (2475)  
application/x-httpd-php - (2277)  
application/x-dvi - (1807)  
application/x-javascript - (1753)  
application/octet-stream - (1618)  
application/xml - (1504)  
application/postscript - (1218)  
text/xml - (1177)  
application/vnd.ms-excel - (1124)  
application/x-gzip - (1107)  
java/\* - (954)  
application/x-shockwave-flash - (823)  
audio/x-pn-realaudio - (625)  
application/zip - (529)  
audio/mpeg - (394)  
audio/x-wav - (379)  
text/x-java - (364)  
text/x-c+src - (333)  
image/x-icon - (320)  
application/x-perl - (317)  
application/x-java-vm - (259)  
video/quicktime - (246)  
text/x-perl - (190)  
video/mpeg - (185)  
video/x-msvideo - (183)  
text/x-chdr - (180)  
image/bmp - (178)  
application/x-zip-compressed - (178)  
application/x-tex - (156)  
text/rtf - (125)  
chemical/x-pdb - (125)  
application/x-tar - (121)  
application/x-rpm - (104)  
text/x-tex - (97)  
image/x-eps - (94)  
audio/midi - (93)  
application/powerpoint - (80)  
no-type - (80)  
x-world/x-vrml - (79)  
application/x-msdos-program - (72)  
video/unknown - (67)  
application/rtf - (66)  
audio/basic - (63)  
application/x-java-archive - (46)



application/vnd.rn-realmedia - (44)  
text/javascript - (44)  
application/x-msdownload - (43)  
image/tiff - (42)  
image/pjpeg - (40)  
text/x-csrc - (37)  
application/x-msmetafile - (29)  
application/x-ms-wmz - (22)  
audio/wav - (21)  
text/x-python - (20)  
image/x-ms-bmp - (19)  
video/x-ms-asx - (18)  
application/x-troff - (14)  
application/x-object - (12)  
application/x-stuffit - (11)  
application/x-executable - (11)  
audio/x-realaudio - (10)  
application/x-ica - (10)  
text/x-c src - (9)  
application/x-trash - (8)  
video/x-ms-asf - (7)  
image/gi - (7)  
video/x-ms-wmv - (7)  
application/atom+xml - (7)  
message/rfc822 - (5)  
application/x-xfig - (4)  
text/html - (4)  
application/x-java-jnlp-file - (4)  
audio/x-mpegurl - (4)  
application/smil - (4)  
application/java - (4)  
application/x-mspublisher - (4)  
text/x-component - (3)  
audio/unknown - (3)  
application/rdf+xml - (3)  
application/mac-binhex40 - (3)  
image/x-xbitmap - (2)  
text/comma-separated-values - (2)  
audio/x-aiff - (2)  
application/vnd.sun.xml.writer - (2)  
application/x-pointplus - (2)  
application/excel - (2)  
application/x-java-applet - (2)  
text/x-c++hdr - (2)  
text/plai - (2)  
application/x-debian-package - (2)  
application/xhtml+xml - (2)  
text/vnd.wap.wml - (2)  
audio/mid - (1)  
text/calendar - (1)  
application/x-apple-diskimage - (1)  
message/news - (1)  
application/x-redhat-package-man - (1)  
application/x-shellscript - (1)  
application/x-msi - (1)  
chemical/x-xyz - (1)  
text/vbscript - (1)  
application/octetstream - (1)  
application/x-shockwave-flash2-p - (1)  
application/java-vm - (1)

application/java-archive - (1)  
application/rss+xml - (1)  
application/x-director - (1)  
application/vnd.ms-project - (1)  
text/js - (1)  
application/audio/x-ms-wma - (1)  
application/winhelp - (1)  
application/vnd.visio - (1)  
application/xml-dtd - (1)  
text/x-vcard - (1)  
image/vnd.microsoft.icon - (1)

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[Return to top](#)

[Skip Navigation Links](#)

[Page One](#)

[Campus Computing News](#)

[Winter Break Hours](#)

[Winter Break Hours](#)

[UNT Web Presence Harvested](#)

Today's Cartoon

[RSS Matters](#)

[The Network Connection](#)

[Link of the Month](#)

[WWW@UNT.EDU](#)

[Short Courses](#)

[IRC News](#)

[Staff Activities](#)

[Subscribe to Benchmarks Online](#)

maincontent

## Today's Cartoon

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"I FOUND MY PURPOSE IN LIFE, MY MISPLACED VALUES, AND MY INNER CHILD! IT'S A VERY SOPHISTICATED SEARCH ENGINE!"

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[Return to top](#)

[Page One](#)
[Campus Computing](#)
[Winter Break Hours](#)
[UNT Web Presence Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network Connection](#)
[Link of the Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to Benchmarks Online](#)

# Network Connection

By [Dr. Philip Baczewski](#), Director of Academic Computing and User Services

## What's in a (Domain) Name?

Love may make the world go 'round, but FQDNs (Fully Qualified Domain Names) make the Internet work. FQDNs are the system addresses that form the heart of your e-mail address or favorite Web page URL. At the heart of the FQDN is the TLD or Top-Level Domain. The TLD is the last part of the FQDN which is the three or four-letter suffix (after the last dot) that identifies the kind or location of a particular site.

Most of us are familiar with common TLDs like .COM, .EDU, .GOV, .NET, and .ORG, but in the last several years a few new ones have been added to the mix. These include .BIZ for business sites, .INFO, .NAME, and a bunch more. A full list of these [generic TLDs](#) can be found on the [IANA](#) (Internet Assigned Numbers Authority) web site. In addition to the generic TLDs, there are [TLDs for most countries](#) in the world, such as .US, .MX, and .CA.

## I Think ICANN

Overseeing the creation and management of these TLDs is an organization named the Internet Corporation for Assigned Names and Numbers ([ICANN](#)). ICAAN is a non-profit corporation formed in 1998 to oversee the organization of the Internet. Previously, this function had been performed by the IANA under the control of the U.S. Department of Commerce. IANA is now subsidiary to ICANN and primarily assigns the numeric address ranges which are associated with the various domains. The U.S. Department of Commerce still maintains a degree of control over the actions of ICANN.

While playing an important role in overseeing the expansion of the available TLDs, ICANN's daily task is to manage the operation of the root [DNS](#) servers for the Internet. These servers are the authority for the translation of FQDNs to the numeric addresses that computer programs need in order to make connections on the Internet. The root DNS servers provide a reference to find the registration records for a particular Internet domain, and with those, the particular DNS server that can translate an address.

The root DNS servers, while not irreplaceable, serve a critical purpose in the worldwide operation of the Internet. This has made ICANN a bit of a political football, with some seeing it as being [controlled by the U.S. Government](#) with ICANN [claiming](#) that such influence is minimal. The U.S. Department of State has [declared](#) that "transferring control of the Internet to the United Nations would stifle innovation with excessive bureaucracy and may help repressive regimes curtail free expression online."

**Rated XXX**

While decrying repression by other regimes, the U.S. Government has apparently been pursuing some repression of its own. Among the recent TLD [proposals](#) before ICANN is one for a .XXX domain intended for sites service serving "sexually-oriented information, services, or products intended for consenting adults." An August cnet.com [article](#) described a request from the U.S. Government to place a hold on the contract to run the .XXX domain to allow "further scrutiny," even though ICANN had [approved the concept](#).

According to an [article](#) on cnn.com, "ICANN announced in June [2005] it would move ahead with plans to evaluate establishing a sex-site domain, but the proposal hit a snag in August when the U.S. Commerce Department asked for more time to hear objections." Instead of moving forward, the .XXX proposal was sent to a advisory committee, made up of representatives from multiple governments. That review has yet to be completed.

The resolution of the .XXX domain issue may be an indicator of how independent ICANN can actually operate. In spite of its international mandate, the debate over the .XXX domain seems to be driven by some in the U.S. who feel that the domain legitimizes the porn industry, while others, including U.S. legislators, feel it's a way to segregate such content and apply more controls to shield those for which such sites are unwanted or inappropriate.

## The World View

ICANN was a central focus during the recent [World Summit on the Information Society](#) (WSIS) held this past November in Tunis. This meeting was the second in a series sponsored by the United Nations and the [International Telecommunications Union](#). While not named specifically in the [WSIS declaration](#), the agreements reached via this summit could have a great influence on how ICANN operates.

The reaction to the latest output from the summit seems to be positive on most fronts. ICANN [welcomes](#) the Tunis declaration on their [web site](#). InfoWorld [quotes](#) ICANN President Paul Twomey saying, "For users, nothing is going to change from the present situation." The same article goes on to state the opinion of Robert Shaw or the ITU that "there are several paragraphs that call for changes in the way the Internet is governed today," suggesting an end to the domination of the U.S. Government in Internet governance.

## ICANN Tomorrow

There is no doubt that the Internet is here to stay as a world-wide communications network. However, if ICANN is seen to be under the control of the U.S., it could lead to a break-up of central administration of domains, with other regions asserting control over their TLDs. The Internet would still interoperate, but some efficiencies would undoubtedly be lost in such a scheme.

The resolution of the .XXX TLD proposal may tell us a lot as to how independent ICANN is, and if it will or will not continue to act independently under the current U.S. administration. On the heels of WSIS, the feelings expressed by ICANN as well as those on various sides of Internet governance issues were generally positive. The WSIS declaration seems to have language that appeals to all sides. Whether or not such ideals are practical in implementation remains to be seen.

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[Return to top](#)

[Page One](#)

[Campus Computing News](#)

[Winter Break Hours](#)

[UNT Web Presence Harvested](#)

[Today's Cartoon](#)

[RSS Matters](#)

[The Network Connection](#)

**Link of the Month**

[WWW@UNT.EDU](#)

[Short Courses](#)

[IRC News](#)

[Staff Activities](#)

[Subscribe to Benchmarks Online](#)

## Link of the Month

Each month we highlight an Internet, USENET Special Interest Group (SIG), or similar mailing list(s) or website(s).



In a continued effort to provide security for our students, staff and faculty three critical tools are available to the UNT community:

1. A UNT Information Security Handbook for Faculty, Staff and Students is available at [www.unt.edu/security/handbook](http://www.unt.edu/security/handbook).
2. Our security website has been updated at [www.unt.edu/security](http://www.unt.edu/security) to help keep UNT computer users informed of the latest computer viruses, worms, and exploits that are attacking computers daily. This website also provides useful information on identity protection, phishing scams, security news, security notices, incident reporting, training and best practices, security assessments, computer use policy, guidelines, and laws.
3. A distribution website has been provided at <http://www.unt.edu/security/distribute.html> to help provide security related documents for distribution to UNT Faculty, Staff and Students. It is recommended that these documents be downloaded, printed and distributed by computer labs, libraries and student dormitories as deemed applicable.

Please become familiar with this information to aid you in your effort to secure your computer systems and networks and when communicating sensitive data between UNT departments. If you ever have any security related questions or issues please consult with your technical support group or [network manager](#). You may also send security related questions to [security@unt.edu](mailto:security@unt.edu).

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[Return to top](#)





[Page One](#)
[Campus Computing](#)
[Winter Break Hours](#)
[UNT Web Presence Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network Connection](#)
[Link of the Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to Benchmarks Online](#)

## IRC News



Minutes provided by Sue Ellen Richey,  
Recording Secretary\*

November 15, 2005

**VOTING MEMBERS PRESENT:** MAURICE LEATHERBURY (for PHILIP TURNER), ELIZABETH HINKLE-TURNER, JUDITH ADKISON, WIL CLARK (for JOHN PRICE), PATRICK PLUSCHT, LOU ANN BRADLEY, RAY BANKS, JIM CURRY, JENNIFER LAFLEUR (for GUILLERMO OYARCE), TIM CHRISTIAN, UWE ROSSBACH, CHRISTY CRUTSINGER, CENGIZ CAPAN, DON GROSE, CATHY BUTLER (for CHUCK FULLER), JONEEL HARRIS, BRUCE HUNTER, MARGARET AMBUEHL **NON-VOTING MEMBERS PRESENT:** JOHN HOOPER, JAMES STRAWN, PHILIP BACZEWSKI, SUE ELLEN RICHEY (Recording Secretary) **MEMBERS ABSENT:** JON NELSON, RAMU MUTHIAH, ROBERT NIMOCKS, JOE ADAMO, ABRAHAM JOHN, MAX KAZEMZADEH, TOBYE RAE NELSON, DOUG MAINS, BOBBY CARTER **GUESTS:** CHARLOTTE RUSSELL, KENN MOFFITT

The minutes of the October 25, 2005 IRC meeting were approved as distributed

### DCSMT\*\*

Philip Baczewski reported for the Distributed Computing Support Management Team that the committee met on November 4. Paul Dworak delivered a presentation entitled, "Email and Electronic Records Retention: IT Requirements". He reported on changes that have occurred in state law over the past couple of years in regard to requirements for Information Technology in the area of email and electronic records retention. While details still have to be worked out, this will affect the way IT support staff handle backups, archives, and paper records. DCSMT will next meet on November 18, during which a representative from Intel will present an overview of Intel's dual core processor technology.

### EIS Planning Group

Joneel Harris reported that a contract with COGNOS has been completed. This contract provides a business intelligence tool set that allows UNT to write and distribute reports from the web and allow drill down activity. The installation of this software is scheduled to begin tomorrow. In addition, Joneel noted that a number of projects have been accomplished in the last year. Cathy Gonzalez is working on an article that will chronicle the projects that have been completed regarding the EIS project. One of the projects being worked on in the Student System is the Course Applicability System (CAS). UNT, along with four participating community colleges, is considered by the Coordinating Board as the pilot project for a CAS transfer model that could eventually be adopted by the State.

John Hooper added that in the infrastructure area a product has been purchased to improve the back-up and recovery capability of the system. Also, a new firewall has been put in place as well as new load management software.

Cengiz Capan stated that there is a great need by Colleges and Departments for faculty information database required for accreditation. He asked about a new module in EIS that might be put into production, and Joneel responded that the Faculty Events Module is on the list of projects for Donna Asher to bring up, and although she is quite eager to get it on line, her plate is quite full at the present time. Cengiz stated that COBA will use another system for AACSB accreditation during the next year.

### **Learning Enhancement Planning Group**

Patrick Pluscht reported for the Learning Enhancement Planning Group that the committee met yesterday. He distributed a list of Learning Enhancement grant proposals that have been received. A committee has been selected which will review the 20 proposals, score them and decide which ones should be funded, and at what level. The deadline for the committee's recommendations to the Provost is December 15. In other business, the Planning Group considered a couple of quick and easy on-line course developer tools and if there is interest in these, they will pursue a way to fund one of them.

### **Communications Planning Group**

Lou Ann Bradley reported for the Communications Planning Group that the committee is questioning the need for their committee, as they seem to have no new projects to pursue. She distributed a proposal for additional new members chosen from the faculty. Maurice mentioned that the committee can consider the installation of a new firewall. Elizabeth Hinkle-Turner mentioned that there seem to be some overlapping issues that could be pursued with a collaborative effort by several planning groups; for example, the clicker technology concerns both the Student Computing Planning Group as well as the Learning Enhancement Planning Group.

### **Standards & Policy Planning Group**

Tim Christian presented the revised Information Resources Security Policy, #3.6 and distributed copies. There were a few minor corrections to the draft that was presented at the October IRC meeting, but no substantive changes. Maurice explained that the major changes being made in this revision of the original policy are things that will bring it into line with the State regulations for web-based security. The impact of this revised policy will be to have security training for network managers annually; lock down the job responsibilities of the Security Officer; and registering network machines. Charlotte Russell added that the definition of an "information resource" was added, and that a title had been changed--- information security coordinator was changed to information security officer. A vote was called for and this policy was approved as presented.

Tim then presented the revised Web Publishing Policy, #3.9, which had been presented at the October meeting. Tim stated that there was one substantive change; a paragraph had been added regarding Research and teaching information, on page 1 of the document which he distributed. A few other minor corrections were made. This policy is going to facilitate a means by which UNT can do regular audits of systems that may collect private information and hopefully avoid problems like the ones UNT experienced this past summer. Following discussion, a vote was called for and this policy was approved as presented, with corrections.

### **Student Computing Planning Group**

Elizabeth Hinkle-Turner reported for the Student Computing Planning Group that the Center for Media Production is framing the General Access Lab signs and they hope to have the

signs placed in time for the Spring semester.

Cengiz Capan commented that last semester COBA's undergraduate committee developed a questionnaire for graduating seniors, to check their satisfaction level. The results of 1000 student responses showed that their highest level of satisfaction was with the computers on campus and the computing infrastructure at UNT.

Joneel stated that by March 1<sup>st</sup>, they will have transitioned off of the use of Social Security numbers on ID cards and will have completely moved to the use of Employee ID numbers instead. Notice of this has already been sent out to all UNT ID card holders, but reminders will be sent out again in order to give everyone time to have new ID cards made before the March 1<sup>st</sup> deadline. Philip Baczewski added that this was discussed at a recent DCSMT meeting, and all of the network managers are aware of the transition. Joneel asked that IRC members help by sharing the announcement with their constituencies.

## **WebCT, WebCT Vista**

Patrick Pluscht reported that the migration from the Campus Edition of WebCT to WebCT Vista is moving ahead, with approximately 62% of students using Vista now. June 1 is the deadline for having all the courses converted to Vista. He stated that they are closely following the merger of WebCT and Blackboard, and they do not expect it to make an impact on UNT's migration to Vista. The phase-over to the Blackboard product is expected to be a long, slow one. Cengiz Capan questioned Patrick about the remaining 40% of courses that have not yet been converted, asking if he thinks that faculty who have not yet converted their courses are hesitant to do so with the Blackboard merger still pending, and Patrick responded that he couldn't be sure, but that he is aware of issues that faculty have with Vista, and/or the conversion to Vista, because they monitor a "known issues list" where faculty can post their comments.

Maurice Leatherbury stated that Patrick's office and his office have weekly meetings with other universities who use WebCT, to share problems and solutions.

## **Other Business**

Cengiz Capan asked about the clicker technology and asked how soon a selection will be made for a standardized product. Patrick replied that no date has been set for that selection; the committee still plans to gather input from student computing users and SGA members before making a decision.

Maurice Leatherbury announced that there has been a ruling by the FCC which states that internet service providers and local internet providers have to make it possible for federal law enforcement and homeland security to monitor network traffic on the network. This ruling came out in late October, and apparently colleges were included in that ruling. There is some uncertainty about what this really means, but it could mean replacement of every switch on campus to make them accessible to the federal government. It is really too early to tell what the impact of this ruling will be, but Maurice stated that the higher education community is fighting it.

Uwe Rossbach asked that the IRC look into the systems that are used on campus to track advising. Joneel responded that we have DARWIN and have a new version of it that will allow us better access to data. Cengiz stated that his department developed a system for tracking information for advising and even though it was intended to be only a temporary solution, they have used it for a number of years now. Cengiz confirmed that a better system

is definitely needed by faculty for their use when advising students. Joneel said she would look into the features and possibilities offered in the new version of DARWIN. There is a DARWIN advisory group made up of representatives from various colleges, and this group can certainly look into whether or not DARWIN can meet this need. Joneel further noted that it looks like the PeopleSoft CRM module will have a lot of comment fields available and may provide a solution for this need.

Maurice announced that the RFP for a new telephone system for UNT was released today. They expect responses back by the middle of December, which they will take to the Board of Regents in January.

\* For a list of IRC Regular and Ex-officio Members click [here](#).

\*\*DCSMT Minutes can be found [here](#).

## 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. From time to time there are planned exceptions to this schedule. The schedule can be found [here](#). All meetings of the IRC, its program groups, and other committees, are open to all faculty, staff, and students.

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[Return to top](#)

[Page One](#)
[Campus  
Computing  
News](#)
[Winter Break  
Hours](#)
[UNT Web  
Presence  
Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network  
Connection](#)
[Link of the  
Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to  
Benchmarks  
Online](#)

## Research and Statistical Support University of North Texas

### RSS Matters

Link to the last RSS article here: [Part I: From The Source - R 2.2.0 on OS-X Tiger 10.4.3 - Ed.](#)

## Part II: From The Source - R 2.2.0 on OS-X Tiger 10.4.3

By [Patrick McLeod](#), ACS Research Consultant

### Introduction

In Part I of this *Benchmarks Online* article, we walked through installing R on OS-X Tiger 10.4.3 from source. While I would hope anyone reading this column would be at least equally comfortable with working in both a command line and GUI environment, most computer users do prefer a GUI interface. Thankfully, R has a new Cocoa-built GUI interface on OS-X. In Part II of "From the Source" we will build R.app using XCode tools and get this GUI interface up and running.

Before we begin, there is a bit of clarification that will help keep what we're working on in this article delineated from other R GUIs on OS-X. R.app is the most current GUI for R on OS-X, but it is not the only GUI project. There is also an Aqua interface to R and a Cocoa GUI bundle. R.app is written in Cocoa, but is not a bundle; it's a whole new Cocoa GUI for R on OS-X and is current for all versions of R on OS-X after R 2.0.

As before, be sure to reference the official R for Max OS-X FAQ:

<http://cran.r-project.org/bin/macosx/RMacOSX-FAQ.html> .

### Building R.app

The hard part of building R for OS-X is, as previous described, making sure all of the dependencies you need are present and properly installed. We are reminded of this once more in building R.app, which relies on a specific set of configuration flags in the compilation of R 2.2.0 that I did not mention in the previous article and the most current version of XCode installed (a version as or more recent than XCode 1.5 should work).

First, when you issue your ./configure command to configure and make R 2.2.0 from source, you need to set the following flags to insure the proper environment for building R.app as

the next step:

```
./configure --with-blas='-framework vecLib' --with-lapack --with-aqua
make
sudo make install
```

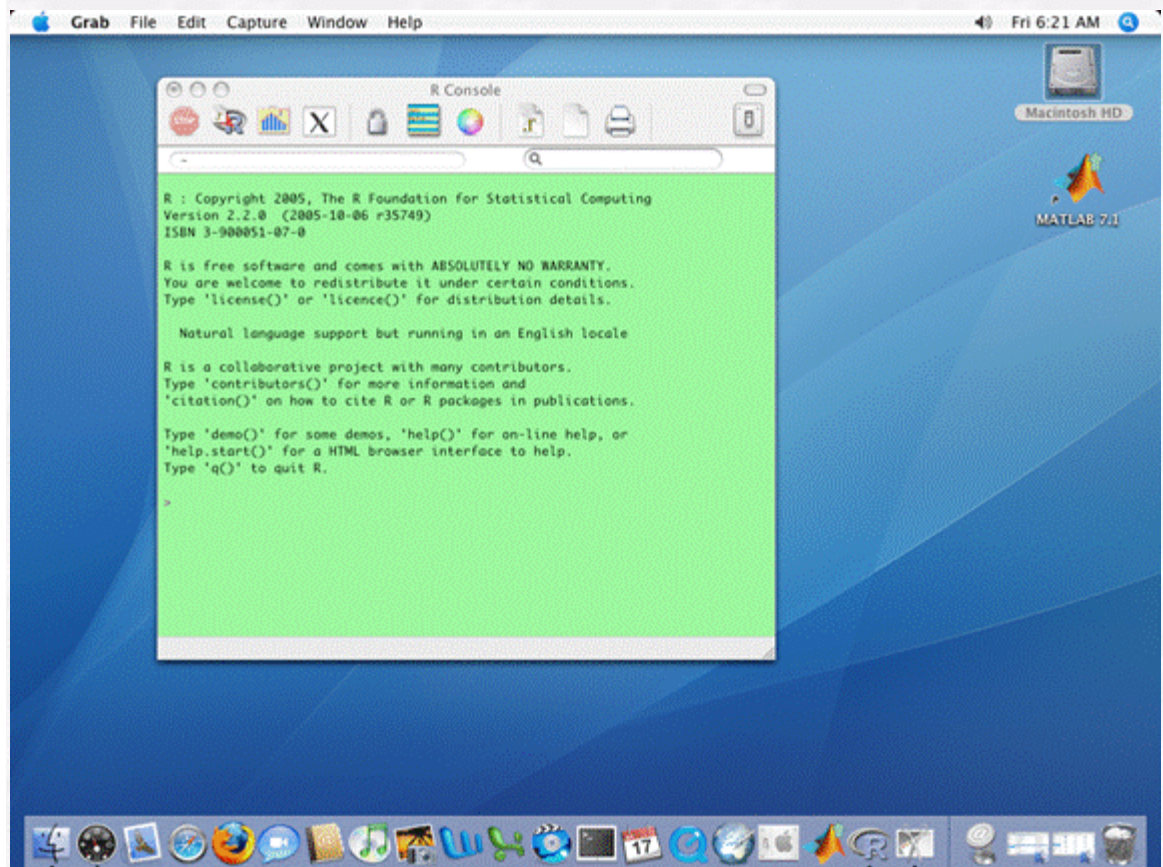
BLAS is a facility for matrix computations, LAPACK is a facility for numerical linear algebra, the vecLib framework is a collection of processing and operations facilities, including BLAS and LAPACK and aqua is an older flag, a still-necessary holdover from the aqua GUI days.

After R has been installed with the above flags, the R.app source can be downloaded in tar ball from the CRAN website (follow the hyperlink to R for Mac 10.2.x and above). Once this file has been downloaded, you'll want to uncompress it (`tar -xvf`) and then issue the following command from within the uncompressed Mac-GUI directory:

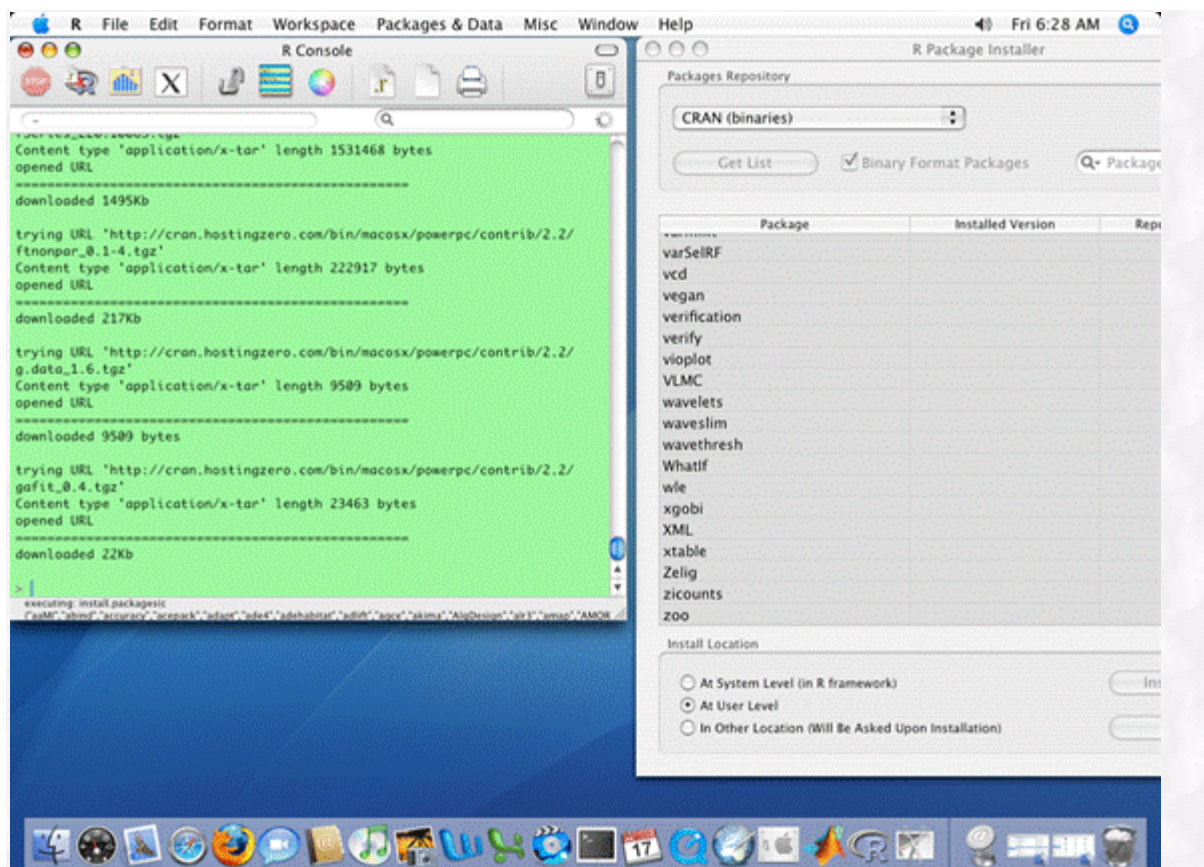
```
xcodebuild --target R --buildstyle Deployment
```

## R.app in Pictures

Now that we've successfully compiled R.app, let's look at our creation. In the `/Applications` file path, find the R icon and double-click on it. It should launch something that looks like the following:



So what's so special about this? It doesn't look that different! Well, once we take a timed screen grab with action (using the package installer from the drop down menu to download and install R packages), you can begin to see the usability advantages offered by R.app:



Once correctly compiled, R.app displays an R Console (I changed the background color preferences to light green from the default white) and nine GUI drop-down menus for various aspects of working with R (R, File, Edit, Format, Workspace, Packages & Data, Misc, Window and Help).

## The Disk Image Buzzkill: R-2.2.0

If you've read this article and the preceding article through and would like to bring R-2.2.0 with the Cocoa GUI up but you're not comfortable with doing all of this work from the command line, there is an alternative: Installing R-2.2.0 from a disk image available from CRAN and can be done via point and click.

While folks who are new to using command line tools to configure, compile and/or install would find it easier to download the disk image file and point and click their way through the installation, you will not get the same kind of control over detail from the GUI installation that you will from the command line. Regardless, it's worth noting that a command line alternative does exist.

On a closing note, Rich, Mike and I would like to wish all of our readers "Happy Holidays" and we look forward to you visiting us in 2006!

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[Page One](#)
[Campus Computing News](#)
[Winter Break Hours](#)
[UNT Web Presence Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network Connection](#)
[Link of the Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to Benchmarks Online](#)

## WWW@UNT.EDU

### Dealing with the Transition from FrontPage to Alternate Web Editors

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

Last month Shane Jester, Central Web Support Manager, [informed us](#) that "Central Web Support has initiated a project that will remove the FrontPage Server Extensions from all CWS supported web servers by May 31 of 2006." The conversion is slated to begin on January 2, 2006.

Jester noted that many people at UNT have become quite dependent on the FrontPage client. To help in the transition away from FrontPage, Jester stated that "CWS is developing tutorials for alternative web editors." They also plan to teach short courses on how to use these alternative tools and create more documentation.

Anyone who will be effected by the impending removal of FrontPage should check the [CWS website](#) periodically for announcements of short courses, tutorials, and new/updated documents. We will also continue to use this column to inform the UNT community of developments in the FrontPage transition effort.

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[Return to top](#)

[Page One](#)
[Campus Computing News](#)
[Winter Break Hours](#)
[UNT Web Presence Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network Connection](#)
[Link of the Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to Benchmarks Online](#)

## Short Courses

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

Short Courses are over for the fall. Surf over to the [Short Courses](#) page for a sample of the sorts of courses that will be offered for the spring semester (starting, probably, at the end of January).

**Important note for Web Developers:** The article "[FrontPage Server Extension Phase-out Plan](#)" in the November issue of *Benchmarks Online* sets out a time frame for phasing-out FrontPage extensions. Because of this, an increased number of DreamWeaver short courses will be offered this coming spring.

### 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](mailto: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](#). Additionally, the Center for Continuing Education and Conference Management offers a variety of [courses](#) to both UNT and the general community, usually for a small fee.

### EIS Training

Questions or comments relating to EIS training should be sent to the EISTRN GroupWise account. Upcoming EIS training events may be found at:

- EIS Training Event Calendar: <https://projectweb.cc.unt.edu/cm/Lists/Events/calendar.htm>
- EIS Timekeeper Training Schedule: [http://www.unt.edu/eis/WebHelp/EIS\\_Glossary.htm](http://www.unt.edu/eis/WebHelp/EIS_Glossary.htm)
- EIS ePro Training Calendar: <http://www.unt.edu/pps/trainingcalendar.htm>
- Ongoing training is available on WebCT at: [http://web2.unt.edu/eis/Training/signup\\_form.php](http://web2.unt.edu/eis/Training/signup_form.php)

## GroupWise Training

Information about GroupWise training can be found at the GroupWise Support [site](#). A list of GroupWise 6.5 "Tutorial Topics" can be found here: <http://ncs.unt.edu/gw/howto/index.htm> A GroupWise 6.5 Training CD-ROM is also available. See "[Installing and Using GroupWise 6.5 CD-ROM Training from Thomson NETg](#)" in the June issue of *Benchmarks Online* for more information.

## GroupWise 6.5 Seminars

If you would like to have a Basic GroupWise seminar for your area, please contact Jason Gutierrez, Network Computing Services, [jasong@unt.edu](mailto:jasong@unt.edu).

## Center for Distributed Learning

The Center for Distributed Learning offers courses especially for Faculty Members. A list of topics and further information can be found at [http://www.unt.edu/cdl/training\\_events/index.htm](http://www.unt.edu/cdl/training_events/index.htm)

The center also offers a "Brown Bag" series which meets for lunch the first Thursday of each month at Noon in Chilton 245. 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. More information on these activities can be found at the [Center for Distributed Learning](#) Website.

## Technical Training

Technical Training for campus network managers is available, from time to time, through the Network Computing Services (NCS) division of the Computing and Information Technology Center. Check the NCS [site](#) to see if and when they are offering any training.

## UNT Mini-Courses

There are a variety of courses offered, for a fee, to UNT faculty, staff and students as well as the general public. For additional information surf over to <http://www.pware.com/index.cfm?clientid=2694a>

## Alternate Forms of Training

Many of the [General Access Labs](#) around campus have tutorials installed on their computers. The [Training](#) Web site has all sorts of information about alternate forms of training. Computer Based Training (CBT) is one of the alternatives offered.

For further information on CBT at UNT, see the CBT [website](#). Note also, two articles in the November issue of *Benchmarks Online*, "[Using the Adobe Education Website - Revised November 2006](#)" and "[SkillPort and Thomson NETg Offer Easy-to-use Browser Compatibility Testing for Online Learning.](#)" The recently published article "[Project Management Courses Added to the](#)

[SkillPort CBT Website"](#) may also be of interest.

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[Return to top](#)

[Page One](#)
[Campus Computing News](#)
[Winter Break Hours](#)
[UNT Web Presence Harvested](#)
[Today's Cartoon](#)
[RSS Matters](#)
[The Network Connection](#)
[Link of the Month](#)
[WWW@UNT.EDU](#)
[Short Courses](#)
[IRC News](#)
[Staff Activities](#)
[Subscribe to Benchmarks Online](#)

## Staff Activities

### Transitions

#### New Employees:

- **Krysta Kaye**, Communications Analyst, Data Communications.
- **Mary Ann Neuroth**, Programmer Analyst, EIS Tools Support.
- **Gary Snow**, Computer Systems Manager, Distributed Learning Support.
- **Karl Pienkoss**, Computer Equipment Operator.

### Awards, Recognition, Publications, etc.

- **Sandy Burke**, Manager of the CITC Helpdesk, is retiring effective December 31, 2005. She was recently honored at a retirement luncheon. [Click here](#) to read more about Sandy's tenure at UNT, beginning in the formative years of the Computing Center, as well as view some pictures from the luncheon.
- **Coy Hoggard** was recognized at the *Service Recognition Awards Program* on December 14 for his 40 years of service to the University. Hoggard [retired in August](#) as Executive Director of Administrative Information Systems.

### Soaring Eagles

The following people were recognized as a Soaring Eagles in the December 2005 issue of the *Human Resources Newsletter*. They will be honored at the President's Staff Lunch on February 16, 2006:

- **Monika Botha**, Programmer Analyst, Admissions and Financial Aid Integration.
- **Phillip Brooks**, Production Control Supervisor, Production Control Services.
- **Kala Chevli**, Programmer, Data Warehousing.
- **Robert Jones**, Administrative Team Manager, EIS Tools and User Services.
- **Mike Murdock**, Programmer Analyst, Oracle Database Administration.
- **Richard Sanzone**, Microcomputer Programmer, Computer Support Services Helpdesk.
- **Ronnie Seay**, Production Control Specialist, Production Control Services.

- **Vicky Walker-Brooks**, Computer Systems Manager, EIS Security Administration.

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[Return to top](#)

[Page One](#)

[Campus Computing News](#)

[Winter Break Hours](#)

[UNT Web Presence Harvested](#)

[Today's Cartoon](#)

[RSS Matters](#)

[The Network Connection](#)

[Link of the Month](#)

[WWW@UNT.EDU](#)

[Short Courses](#)

[IRC News](#)

[Staff Activities](#)

[Subscribe to Benchmarks Online](#)

## Don't Forget Our Monthly Columns!

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

In addition to our feature articles, *Benchmarks Online* publishes monthly columns that are focused on specific aspects of computing here at UNT (and beyond, in some cases). Check out what is waiting for you this month:

- [RSS Matters](#) - "RSS Matters" is the monthly column written by the Research and Statistical Support [Group](#) in Academic Computing Services. Their articles focus on topics of a statistical and/or research methods nature. **This month, Patrick McLeod continues the column he started last month in "Part II: From The Source - R 2.2.0 on OS-X Tiger 10.4.3."**
- [The Network Connection](#) - "The Network Connection" may well be the longest running column in computer publishing history. Certainly in University of North Texas computer [publishing history](#).

**This month, Dr. Baczewski discusses "What's in a (Domain) Name?"**

- [Link of the Month](#) - As it says on the top of the "Link of the Month" page, "each month we highlight an Internet, USENET Special Interest Group (SIG), or similar mailing list(s) or Website(s)." Lately we have been confining ourselves to featuring UNT specific sites. **This month's feature is "Information Security."**
- [WWW@UNT.EDU](#) - "WWW@UNT.EDU" is a monthly column written by the Central Web Support [Group](#) in Academic Computing Services. The topics usually focus, in some way, on World-Wide-Web-related issues. **This month we continue the topic started last month in "Dealing with the Transition from FrontPage to Alternate Web Editors."**
- [Short Courses](#) - Every semester, Academic Computing Services (ACS) offers short courses on computer-related topics, many of them having to do with statistical research. This column keeps you up-to-date on what is being offered and when as well as other training opportunities. The fall Short Courses are over. Surf over to the [Short Courses](#) page for a sample of the sorts of courses that will be offered for the spring semester (starting, probably, at the end of January).
- [IRC News](#) - As their Webpage [says](#), "the IRC is an advisory and oversight body created to foster communication and cooperation between and among UNT information resources providers and users." We publish the

minutes of the IRC meetings each month, when they are available. **The November minutes were published this month.**

- **[Staff Activities](#)** - This column focuses on new employees, people who are no longer employed at the Computing and Information Technology Center, awards and recognitions and other items of interest featured here. **Of special note this month is Sandy Burke's retirement.**

[Return to top](#)