

# IT&S Kaleidoscope

www.wheatoncollege.edu/its

Information Technologies and Services

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**Conference News:** Several IT&S staff members attended **NERCOMP**'s annual conference: "Technology & Renewal: Creating and Supporting the Learning Place" in Sturbridge, MA this month.

The conference's keynote speaker, Richard Katz, is the editor of *Dancing With the Devil: Information Technology and the New Competition in Higher Education* (Jossey-Bass, Jan 99). Katz stirred up conference attendees with comments like this one:

"Today's colleges and universities face a new environment in which information technology is rapidly becoming the preferred mode of learning. As distance education, distributed learning, virtual campuses, and digital libraries generate greater interest among prospective students, academic institutions can no longer rely on traditional methods to survive and prosper."

## Welcome

Welcome to Kaleidoscope, a non-technical look at the information technologies in use around campus -- and around the world. Kaleidoscope is published quarterly, in print and online. Each issue includes local technology news and useful tips. Your comments and suggestions are welcome. Please let us know what you'd like to see in future issues by contacting Colleen Wheeler at *cwheeler*.

## In Like a Lion: Too Much Change!

In *Fast Company* magazine's March 2000 issue, writer Jill Rosenfeld asks, "Why, in the Information Age, do our biggest problems all have to do with information?"

It's true. Many of us feel completely overwhelmed by change these days -- profound changes in the world around us-- and changes in the way we work and communicate here at Wheaton.

While it may be clear that things aren't going to slow down tomorrow, there are some new books that may provide perspective and relief. Author Richard Saul Wurman and 12 information architects took a year -- and \$1 million -- to complete a new, easy-to-read book that attempts to make sense of things. Their book, "UnderstandingUSA," reveals trends and tidbits in everything from biodiversity to the global economy and from technology in the classroom to American ingenuity. It is available from your favorite local and virtual bookstores -- or you can download it free from the web.

Several other new books claim to offer guidance in dynamic times. Here's a sampling:

*Simplicity: The New Competitive Advantage in a World of More, Better, Faster* by Bill Jensen

*The Soul at Work: Listen...Respond...Let Go: Embracing Complexity Science for Business Success* by Roger Lewin and Birute Regine

*The Visionary's Handbook: Nine Paradoxes That Will Shape the Future of Your Business* by Watts Wacker, Jim Taylor, and Howard B. Means

*The Dream Society: How the Coming Shift from Information to Imagination Will Transform Your Business* by Rolf Jensen



"INFORMATION OVERLOAD HAS REPLACED INFORMATION SCARCITY AS AN IMPORTANT NEW EMOTIONAL, SOCIAL, AND POLITICAL PROBLEM." DAVID SHENK. "WHY YOU FEEL THE WAY YOU DO," INC. BOSTON, JANUARY 1999. IMAGE AND QUOTATION FROM UNDERSTANDINGUSA.COM/BOOK/13-11.PDF

[www.understandingusa.com/index.html](http://www.understandingusa.com/index.html)

## Microsoft Product License Agreement

Wheaton College has negotiated a campus-wide agreement with Microsoft Corporation to provide a number of Microsoft desktop software applications for use by faculty and staff. The agreement will allow faculty and staff to use the applications on both their office machines and their home machines for the life of the agreement.

The agreement covers use of Office97 (Standard and Professional editions) and Office98 for Macintosh. In addition, the agreement covers Microsoft's Windows98, WindowsNT, and Windows2000 operating systems which will allow upgrades to campus machines, as appropriate. Other, more specialized, Microsoft software is available to us, including Visual Basic, Visual C++ and Visual J++.

If you are an administrative or academic department member and believe that you should update your desktop application software, or you are uncertain regarding your software and operating system versions, please contact the IT&S Support Desk at *x3900* or [help@wheatonma.edu](mailto:help@wheatonma.edu).

If you are interested in acquiring the Office97 or Office98 products for home use you should first determine if your home computer is adequate to run them. For Intel-based machines, the *minimum* requirements are: Win95, 75 MHz processor, 64 MB RAM, 189 MB of free HD space, CD-ROM drive, VGA monitor. The Macintosh's *minimum* requirements are: PowerMac running OS 8.x, 100mHz processor, 64 MB RAM, 200 MB of free HD space, CD-ROM drive, VGA monitor.

CDs containing the Office product software will be available for **overnight** or **weekend loan** from the Computer Connection. You will need to leave your Wheaton College ID card when you check out the software. The Computer Connection's hours are Monday - Friday, 8:30 am -12:30 pm and 1:30 pm - 4:30 pm. The Computer Connection is located in the Kollett Academic Computing Center (Science Center), Room 109. It is safest to call ahead (*x3928*) to make sure the software is available and someone is there to check it out to you.

### *Cupid's Electronic Arrow*

*Almost 14,000 email messages were sent or received by Wheaton's mailserver (acunix) on February 14th, 2000.*



### **This Issue's Web Site Pick:**

If you're looking for a terrific example of technology that makes a powerful, positive difference in peoples' lives, stop by VolunteerMatch.org. While you're there, you can search thousands of one-time and ongoing opportunities by zip code, category, and date. If you find something that is near-and-dear to your heart -- and fits your schedule -- you can sign-up automatically via email.

## News from Around IT&S

### *Vital Signs* is Available

Now, *Vital Signs*, for Academic Year 1999-2000, is available on the web! You can find it at [www.wheatoncollege.edu/IT&S/IR](http://www.wheatoncollege.edu/IT&S/IR). If you'd like to view *Vital Signs*, contact Erin Gerlach (*x3419*) for a username and password.

### January Was "Full Throttle"

In addition to our usual January responsibilities, IT&S replaced 72 desktop computers and 11 printers in 10 offices across campus. Windows orientation sessions and personalized coaching were offered to more than 50 people during the same two-week period.

### IT&S Support Center *Open House*

The IT&S Support Center, which includes the Help Desk and Computer Repair services, will be hosting an *Open House* to celebrate a new focus and to welcome the Computer Repair department. All are welcome to stop by the Kollett Academic Computing Center's mezzanine for refreshments and door prizes.

Watch for details about this up-coming celebration (date/time to be announced) or contact the Help Desk (*x3900*).

### Computer Repair

Computer Repair is open from 2 pm until 4 pm, Monday through Friday. A \$30 deposit is required when you drop off your machine and will be credited toward the cost of the repair. Call the Help Desk (*x3900*) for information.

### IT&S Vision 2005

As part of the College's Year 2005 planning effort, the IT&S department met in November to brainstorm about Wheaton's technological future. It was a productive and exciting session.

## Computer Connections Sale

The Computer Connection is having an inventory clearance sale. Ink cartridges for StyleWriters and Epson printers (some models) are marked down.

Microsoft Office97, and Office2000 are on sale for \$95 and \$135 respectively. Virtual PC w/Windows98 is on sale for \$115. VPC is a program for the Macintosh which allows you to run Windows applications.

If you have a G3 series powerbook, you'll be happy to know that SuperDisk Drives and VST Zip Drives are also on sale. For iMac users, there is an Iomega USB Zip Drive available.

Feel free to drop in and make your purchases while supplies last!

## TEC Session Schedule

Many case-based, hands-on workshops are scheduled through June... with more on the way. Please check this issue's back cover for information about participating.

## Internet Service Provider News

Information Technologies and Services has signed an agreement with Digital Broadband Communications of Waltham, Massachusetts to provide dial-up Internet access for Wheaton College's staff and faculty; this service will replace our current service with iCi. The transition to our new ISP will begin during late April/early May and should be completed by the end of this fiscal year (ending June 30, 2000).

Digital Broadband specializes in Internet access for higher education, K-12 schools and libraries. The company offers local call access in Massachusetts, Rhode Island, southern New Hampshire, and eastern Connecticut. In addition, travelers will be able to use an 800 number when outside the service's local calling area. Digital Broadband will provide Help Desk support to Wheaton users who experience dial-in problems (on Macintosh or Windows-based machines), 24-hours a day, seven days a week.

Wheaton's current ISP subscribers will be happy to know that their access process will remain almost the same. Only the phone number that your modem dials will need to be changed the first time (dial-up script).

We are particularly excited about new network security enhancements. Dial-up users will soon be identified as Wheaton community members, making services available from remote locations that are currently available only from campus.

IT&S will contact all current customers about the availability of this exciting new service. After our existing subscribers complete their transition successfully, we will welcome new participants.



### TechTip: Add/Remove Programs

If you'd like to remove an application from your Microsoft Windows machine, please use *Add/Remove Programs* (Start/Settings/Control Panel/). Please don't drag the application to your Desktop's Recycle Bin; it can corrupt your system.

#### IT&S Print Publications

Please call for information.

<i>Telephone Guide</i>	x4444
<i>Vital Signs</i>	x3419
<i>Wheaton's Networked Community</i>	x3900

#### IT&S Web Sites

Available from IT&S at [www.wheatoncollege.edu/it&s/](http://www.wheatoncollege.edu/it&s/)  
*ResNet (Residential Network)*  
*TECWeb (Technology Education Center)*

## March is Women's History Month!

*Here's a glimpse of an important Technology Heroine from GirlGeeks.com.*

Labeled the "Grand Dame of Tech Talk" by Wired Magazine, Dr. Moira Gunn hosts *Tech Nation ... Americans and Technology*, a weekly interview program that has aired on National Public Radio (NPR) and Armed Forces Radio International since 1993.

A former NASA scientist and engineer, Gunn has interviewed the foremost scientists of our day. Dr. Gunn is frequently asked to speak on the Economic Opportunities of the Internet, the New Organizations of the Information Age, the Role of Cyberspace in Education, the Challenges of the Year 2000 problem, and her experience on being a Woman in Science and Technology.

Dr. Gunn's weekly commentary on life in the technology age entitled "Five Minutes" airs on Public Radio Stations, and appears on the San Jose Mercury News/Knight-Ridder Web site at [www.siliconvalley.com](http://www.siliconvalley.com). *Tech Nation* segments also air on public broadcasting stations as well as on the IBM website at [www.ibm.com/IndustryTalk](http://www.ibm.com/IndustryTalk). You can read her biography at [www.girlgeeks.com/mentors/gunn.html](http://www.girlgeeks.com/mentors/gunn.html).



## Out Like a Lamb: Taming Technology this Spring

IT&S offers many options for you if you'd like to learn more about the technology tools you use. Here are a few:

- TECWeb (news, schedules, registration) publications (incl. *Kaleidoscope*)
- workshops ("Forums" and "Intensives")
- demonstrations ("Primers" and "Tips & Tricks")
- web-based and self-paced training
- books and manuals available for loan

### Just-in-Time Training Offer

Interested in learning at your own pace? Looking to squeeze training time into your schedule -- conveniently? Wondering what you should learn next -- and what the options are?

We'd love to talk with you about your technology learning goals; drop us a message (*cwheeler*) if you're interested!

And, for a limited time, we can offer free 3-month access to a huge catalog of web-based training options. You can take as many classes as you like! All we ask is your honest feedback on the experience.

### Recommended Spring Surfing

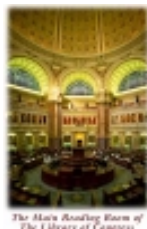
Ah! Spring is (almost) in the air. If adventure is on your mind and in your near future, you may want to investigate these web resources. They can help you research and plan your next exploration -- virtual or otherwise.



#### Perry-Castañeda Library's Map Collection

[http://www.lib.utexas.edu/Libs/PCL/Map\\_collection/Map\\_collection.html](http://www.lib.utexas.edu/Libs/PCL/Map_collection/Map_collection.html)

*This collection is part of University of Texas Library Online; it provides online access to maps covering every area of the world.*



#### Library of Congress

<http://lcweb.loc.gov/exhibits/>  
*This web site has links to Feature Attractions, Collections, and Great Libraries and Written Traditions (including the Vatican Library and the Dead Sea Scrolls).*

#### LibraryHQ.com

<http://www.libraryhq.com/>  
*These resources for the wired librarian include book and media reviews, cataloged websites, news, message forum, and classifieds.*

...basically the dominant competitive weapon of the 21st century will be the education and skills of the work force.

Lester Thurow

## TEC Calendar At-a-Glance

IT&S offers many education sessions that can help you live happily with the computers in your life.

Our "primer" demonstrations provide short (usually 1-2 hours) overviews of a variety of popular applications. They can help you figure out whether a particular application interests you.

"Tips & Tricks" sessions are short, focused demonstrations of a useful feature in an application.

"Forum" sessions are 2-hour, hands-on, problem-solving workshops. They are great opportunities to consult with an application expert and coach to help you solve business problems. Participants are encouraged to bring project work.

"Intensives" are day-long application workshops that incorporate self-assessment, skill-building, expert coaching, and teamwork. Some Intensives assume prior experience with an application.

Please *register* today for an up-coming IT&S session; they include:

Web T&T*: <i>Search</i>	Mon.	4/12	10:00am-12:00noon
WBT* Primer	Mon.	4/12	2:00pm-4:00pm
MS Word Forum	Mon.	4/17	10:00am-12:00noon
MS Excel Forum	Tues.	4/18	10:00am-12:00noon
Excel Intensive		4/TBA	TBA
Word Intensive		5/TBA	TBA
Web T&T*: <i>Search</i>	Mon.	5/10	10:00am-12:00noon
WBT* Primer	Mon.	5/10	2:00pm-4:00pm
MS Word Forum	Mon.	5/15	10:00am-12:00noon
MS Excel Forum	Tues.	5/16	10:00am-12:00noon
Word Intensive		6/TBA	TBA
Excel Intensive		6/TBA	TBA
MS Word Forum	Mon.	6/12	10:00am-12:00noon
MS Excel Forum	Tues.	6/13	10:00am-12:00noon

\* T&T = Tips & Tricks

\* WBT = web-based training

As always, you can refer to our latest schedule and register at the IT&S Technology Education Center website at [www.wheatoncollege.edu/it&s/education](http://www.wheatoncollege.edu/it&s/education). Let the Help Desk (x3900) know if you don't see what you need and contact us for more information. We can help you plan a learning path and choose the right next step.

### Contacting IT&S

Help Desk	x3900
Banner Team	x3410
Computer Connection	x3808
Computer Repair	x3900
Education Programs	x3900
Institutional Research	x3419
Office Services	x3825
Post Office	x3824
Telecommunications	x4444
David Caldwell	x3400