



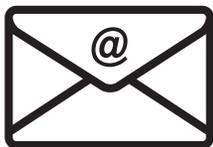
Fall 2010

Technology Report

Updates for the campus community about UNLV's central technology unit, the Office of Information Technology

Lotus Notes e-mail archiving begins October 15

Incoming/Outgoing
E-mail



Archiving e-mail will begin October 15th.

The delete button usually means mail is gone for good. But not after October 15th. In order to better meet federal and state requirements and comply with data retention guidelines, the Office of Information Technology, under the guidance of the Office of General Counsel, will begin archiving all Lotus Notes e-mail, including attachments. Beginning October 15th, all sent and received e-mail will be archived for seven years, even if you delete. Calendaring and Sametime Instant Messaging information will not be archived.

The e-mail archive device will keep a copy of all incoming and outgoing e-mail messages and message attachments. A copy of each message will remain in the archive even if the owner deletes it from the mailbox. Archives will be fully searchable for seven years.

There is nothing you need to do to prepare and there will be no noticeable change to your Lotus Notes account. Early next year, OIT will provide instructions on how to search your own archive, and what to do if you need to keep e-mail longer than seven years.

Currently OIT receives litigation requests from the General Counsel's office for e-mail searches. All searches are done in accordance with legal guidelines and the Freedom of Information Act (FOIA). Complying with these requests is a time-consuming, manual process, which, for security purposes, must be done by a senior engineer. The new archive solution will provide General Counsel with a self-serve interface for searching the e-mail archive. In the future, sometime after January, you will be able to search your own archive and recover deleted mail.

"The archive solution reduces costs by minimizing the amount of disk storage hardware needed," explains Lori Temple, Vice Provost for Information Technology. "Lotus Notes should also show better performance as e-mail is moved from first-line storage to the archive, a process that we expect to be complete in January."

For more details, please visit the Lotus Notes website at lotusnotes.oit.unlv.edu/archiving-mail.

Automatically dump weekly newsletters into a "read later" folder

Visit lotusnotes.oit.unlv.edu/howto to find out how to use folders to manage your Lotus Notes inbox at a new website that contains helpful how-to's.

Want to add more flare to your electronic letterhead?

Go to lotusnotes.oit.unlv.edu to become the master of Lotus Notes.

More inside:

Network redundancy improved (p. 2)

5 tips to protect UNLV student and employee data (p. 2)

"Almost TECs" save costs and add value (p. 3)

Tweets say school's in session (last page)

Increasing network redundancy reduces likelihood of interruptions



More network improvements are on the way, including wireless in FDH.

This summer the Office of Information Technology upgraded the networks supporting the Herman Westfall Building (HWB), System Computing Services (SCS) and Classroom Building Complex (CBC) data centers. Previously, all of these data centers were dependent on the CBC core router for their connectivity to the campus and the rest of the world. If anything happened to the CBC router, all

three data centers would be down with the exception of WebCampus, which was improved last year. During the past two months, CJ Odgers, Senior Network Engineer, led a project to connect all of these locations to new routers in CBC and SCS. "Under the new design," says CJ, "A failure of one router will not cause any disruption to the data centers. We're about 90% complete at this point with some cleanup of cabling and minor changes to be finished in the coming weeks."

Another major summer network project was an improvement of redundancy for buildings near FDH. Similar to the data center project described above, many campus buildings are dependent on one router for their connectivity to the rest of the campus. During July, Andrew Gray led a project to install a new router in FDH and connected multiple buildings to

this new device and to a second router in the Student Union. As a result, buildings such as Ham Fine Arts, Grant Hall, Tam Alumni, Student Union and FDH have multiple connections to the campus network and will be less likely to experience network outages.

Over the next quarter, OIT plans to continue to improve the network by expanding redundancy for buildings on the north side of campus, providing a design for wireless overlay of the residence halls for planning purposes, completing firewall installation for data centers, replacing all NDE server hardware, and installing wireless in FDH.

If you have questions regarding Network Development, please contact David Peers, Network Development and Engineering Manager, at 895-0703.



5 things you can do now to protect UNLV student and employee data

An increasing number of viruses have plagued employee computers, sometimes resulting in forensics investigations where OIT must confiscate hard drives and work on them for months. Be sure to practice good computing behaviors to prevent a problem for yourself and your office.

1

Install Antivirus software on your home and office computers.

2

Use tough passwords on all of your computing accounts.

3

Use UNLV-Secure Wireless on your mobile devices.

4

Do not store private data on your personal computers. Access that type of information from secured shared servers.

5

Think before you click. Many fun activities on the web, such as social media, are hotbeds for criminals.

Simplify your log in process. Increase your data security.

Use UNLV-Secure Wireless. The one-time set up is a piece of cake and you won't have to log in to wireless again. The greater benefit is that the traffic you send over wi-fi when using UNLV-Secure is encrypted between your device and the access point in the room. Why wait?

wireless.unlv.edu/secure

Go to oit.unlv.edu/network-and-security/security-resources for details about these tips.

Goodbye Listproc, hello UNLV mail list manager

On October 30th, System Computing Services is shutting down Listproc, a technology that many UNLV employees use to manage electronic mailing lists. OIT has been communicating with users of Listproc since July and have

offered a temporary solution on Lotus Notes technology. Many employees have already made the switch to the new service. OIT is assessing whether or not the new service meets the communication demands required of an

electronic mail list service.

Questions about the project may be directed to Don Diener, OIT's Associate Vice Provost, at 895-0700.

Unexpected funds build ten "almost TECs"

College of Education and Bigelow Health Sciences get audio-visual enabled classrooms

Usually funding at the end of the year allows OIT to renovate several general classrooms into TECs, Technology-Enhanced Classrooms. But not this year. So it came as a pleasant surprise when the College of Education contributed \$65,000 in end-of-year-monies to install basic audio-visual (AV) infrastructure, power, cabling, projectors, and Marloks in seven of the Carlson Education Building (CEB) general-use classrooms. These rooms aren't TECs, but at least they have enough technology for the basics.

OIT used leftover funds from other

projects to install similar AV infrastructure in three Bigelow Health Sciences (BHS) classrooms. Classroom technology used its own budget, left over from other projects, to purchase additional AV equipment and got everything racked up, wired, and installed and mostly working by the start of the fall semester.

The renovations in BHS and CEB are called "Almost TECs" because they are missing a few standard components like document cameras, lecterns, and microphones. But we do not have to deliver carts anymore, which pleases faculty and saves student labor budget money.

Typically a complete TEC costs

\$40,000 each. These "Almost TECs" cost \$8,600 each. The total bill for all classroom renovations equaled \$86,000.

This project has turned out to be a success and we may use a similar strategy for the classrooms in Flora Dungan Humanities (FDH), a building with asbestos. Short-throw projectors like the ones used in BHS will most likely be used because mounting directly to the wall is much less problematic than getting into the ceiling of an asbestos-ridden building.

Only 20% of general-use classrooms still require audio-visual cart deliveries. OIT aims to get that number to zero, using creative funding partnerships.



Comments from campus about the new "almost TECs"

"This set-up is way better than the audio/visual cart deliveries. Although your staff always did a great job at getting us the materials we needed with the audio/visual carts, it was always a hassle to remember to order the carts, get everything set-up the way you wanted it to be set-up, and then make sure the equipment got picked up at the end of class. Now, we just know we can go up to the classroom and everything will be ready for us. It makes teaching a lot easier!"

"I really like the movable lectern, because of its portability. I like that I can move it out of the way if I do not need it, or move it closer to a table if I need to plug a laptop into it. It just makes the set-up for class a lot easier to manage and gives me many more options than I had when it was a lectern that always stayed in the same place. I appreciate how many more options the portable lectern gives us."

From MEGAcourses to MEGAfood, Tweets show school's back in session



• • • By noon on Monday, August 23rd, students already had a lot to say about UNLV:

I forgot how stressful it is fighting for parking at #UNLV. I'm going to start taking a taxi to school.

So my school uses WebCampus instead of Blackboard...this will be very interesting!

So I guess UNLV refers to these new big classes as MEGAcourses... All I can think of is MEGADESK! #dwightkshute

Shuttles are down at unlv :(

Who's at UNLV and wants to get lunch?!

Class is now in session! Head over to facebook.com/metropizzalavas to enroll in our UNLV contest & win a free dinner! (see details on fb)

1st day UNLV students :) good luck! I love how there's traffic in the morning because of the McCarran exit. I give it a month...

They have Coke, Subway and a new pizza place in the Student Union?! UNLV just got better!

Tweets like these can be discovered by searching for keywords through Twitter applications like TweetDeck, Tweetie and Nambu. Joe Winton, OIT's Web Design and Development Specialist, now uses Nambu on his Mac because, "It supports the latest Twitter features and the interface is nice. The guy who built Tweetie was bought out by Twitter, and Tweetie for Mac was no longer being updated."

Chat service in Rebelmail went live September 27, 2010

Starting Monday, September 27th students were able to chat with one another through Rebelmail. Now powered by Google, the student e-mail service expands to offer real-time conversations online. Please continue to encourage students to use or forward Rebelmail. More information about Rebelmail is available at rebelmail.unlv.edu.

Adobe software deals for personal and office use

As an employee at UNLV, you have two options for getting Adobe software. For your office computer, go through CDW-G. For your computers at home, you can now get great deals through E-Academy, the same vendor that we partner with to get deals for students. All you have to do is register with your UNLV e-mail address. More information about software is available at oit.unlv.edu/software.

New consortium facilitates collaboration for faculty innovation and support

The recent budget situation led to the closure of the Teaching and Learning Center (TLC), whose mission was to develop and provide professional development opportunities for teaching faculty. For example, the TLC introduced faculty to WebCampus through short courses offered at the beginning of each semester. The departure of the TLC left a gap in faculty support, one the campus hopes to bridge through the formation of the Consortium for Faculty Professional Opportunities (CFPO). The consortium is based on a collaboration among several offices and groups who have joined together to facilitate conversations, leverage resources, share expertise, seek opportunities, develop programming, and, in general, foster a faculty climate of innovation and support among and for faculty. Possible areas of focus include course development, course management, assessment, and technology integration to address issues such as increasing class size, helping students succeed, and encouraging academic integrity.

The consortium also plans to create professional development opportunities that will support faculty, and implement and assess reforms under consideration as part of major campus initiatives such as general education reform. Members of the consortium include representatives from General Education; Assessment; Office of Information Technology; Advising; Libraries; Distance Education; Student Affairs; Diversity and Inclusion; Academic Success Center; and the Faculty Senate. The group is chaired by Dr. Lori Temple and meets every three weeks. Please contact Lori if you have questions, suggestions or ideas. The consortium will meet on September 29, October 20, and November 10.

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