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Information Technology
1971-present

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Arranged and Described
By
Deborah Simpson with M. Kurnyk

Tara L. Hurt, Archivist, Head Archives & Special Collections

October, 2004
Willimantic, Connecticut

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BRIEF DESCRIPTION OF THE COLLECTION

Title	Information Technology, 1971-present.
Extent	2.5 linear feet. 3 boxes.
Arrangement	Available materials were divided into six series and arranged chronologically within each series.
Provenance	This collection was created by the archives staff.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Information Technology, 1971-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	Computer systems. Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	None.
Document types	Correspondence. Publications. Reports.

HISTORICAL NOTE:

Electronic services were first offered through the Data Center in the late 1960s. It housed the radio station, television studio, telephone and communications services on campus. The growth of computer technology created many changes in the extent, organization and delivery of services. In the late 1990s Information Technology was redefined and identified three primary service points: Data Center (IT), Media Center and Center for Instructional Technology.

SCOPE AND CONTENT NOTE:

The collection includes information on the oversight and maintenance of electronic communications, computer equipment and software plus technical support and training services. Documents include general correspondence, committee records, policy statements, publications and reports. It offers information about Eastern's first "information retrieval system"; the Media Center which opened in the 1970s; computing plans from the late 1980s and 1990s; the development of the Center for Instructional Technology (CIT) for faculty support and the growth of computer technology in every area of campus activity. Detailed information concerning Media Services (audio-visual media support) and University Relations (Internet/web site content) may be found in separate collections.

SERIES DESCRIPTION:

Series I – Committees

This series includes a collection of minutes from the following committees: Computer Advisory & Liaison Committee, CSU Information Systems Advisory Council, Administration Operations Committee and IT Advisory Committee during the 1990s.

Series II – Correspondence

This series offers information about programs and activities, maintenance announcements, internet security issues, staffing and general information sent out to the campus from the department.

Series III - Policy and Procedures

This series includes early procedural information, new guidelines related to email and software, security protocols, computer use policy, web policy and email etiquette.

Series IV – Publications

This series includes early copies of the *Data Center News*, *Academic Computing Newsletter*, Info-Tech Services pamphlets and instructional handouts. It also includes samples of web pages and publications: *Tidbits and Web Notes Newsletter*.

Series V – Reports

This series includes Long Range Academic Computing Plans, CIT and Help desk mission statements, Media operation plans and some annual reports.

Series VI – Training

This series includes information on technology workshops, Blackboard Vista, Microsoft software and Outlook training schedules.

BIBLIOGRAPHY:

N/A

RELATED COLLECTIONS:

Further information may be found in the following collections: Media Services, University Relations, Facilities Management, Administrative Affairs and publications such as *Alumni News*, *Faculty Newsletter* and *Eastern Magazine*.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecs.uconn.edu/archives/s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Committees		
1	Academic Support Services Plan – computing services	5 April 1991
	Computer Advisory & Liaison Committee (CALC)	May 1992
	CALC –Minutes	5 May 1992
	CSU Information Systems Advisory Council (CISAC)	14 January 1994
	CISAC- Minutes	11 April 1994
	Center for Instructional Technology (CIT) - Notes	8 November 1995
	CISAC- Minutes	6 June 1996
	CISAC- Minutes	15 July 1996
	CISAC- Minutes	21 August 1996
	Working Group- Notes	16 September 1996
	CIASC- Minutes	19 September 1996
	Task Force- Task List	25 September 1996
	CIASC- Minutes	17 October 1996
	CIASC- Minutes	30 October 1996
	CIASC- Minutes/Agenda	4 December 1996
	CIT- Working Group Membership	1996/1997
	CIASC- Minutes	6 May 1997
	CIT Working Group- Minutes	30 October 1997
	Administration Operations Committee	3 December 1997
	Staff Business Cards	[2001]
	IT Advisory Committee	n.d.
Series II – Correspondence		
1	Intro to Computers – workshop	January 1971
	CSU Computer Conference	April 1994
	Internet Workshops	Spring 1995
	CIT- Center for Instructional Technology	Fall 1995
	Computer Workshops	Fall 1995
	Computer Workshops	Spring 1996
	General	Fall 1996
	Information Technologies Implementation	Spring 1997
	CIT - Workshop Group	Fall 1997
	New Chief Information Officer	25 January 2002
	General	Spring 2003
	Internet - New Home Page	21 July 2003
	Internet Worm Warning	1 Oct 2003
	General	Spring 2004
	WebCT - course management tool	May 2004
	General	Fall 2004
	General	Spring 2005
	General	Fall 2005
	General	Spring 2006

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Series II – Correspondence		
1	WebCT Vista Training	June 2006
	General	Fall 2006
	General	Spring 2007
	General	Fall 2007
	New Information Technology Chief	4 January 2008
	General	Spring 2008
	Eastern Alert- Emergency Notification	17 July 2008
	General	Fall 2008
	General	Spring 2009
	Fall 2009 ITS Newsletter	28 August 2009
	General	Fall 2009
	General	Spring 2010
	Forefront Online Security for Exchange	1 March 2010
	General	Fall 2010
	General	Spring 2011
	General	Fall 2011
	Information Security Protocol	February 2012
	General	Spring 2012
	Identity Finder Message to Faculty	8 Nov 2012
	Goodbye Party for David Oyanadel	20 Nov 2012
	General	Fall 2012
	General	Spring 2013
	General	Fall 2013
	General	Spring 2014
	Use of Eastern's Licensed Software	19 Aug 2014
	General	Spring 2015
Series III - Policy and Procedures		
2	Academic Computing - Goals and Objections	1986
	Data Center Computing	1988
	Annual Review of ECSU Academic Computing Plan	15 Dec 1988
	Academic Goals and Objectives	1994-1995
	CSU System Computer Priorities	2 Aug 1996
	User Documentation for Computer Systems at ECSU	10 Aug 1998
	Web Policy	March 1999
	User Documentation	June 2000
	Student Use of University Computers	June 2000
	Computer Support Service System	June 2000
	Computing at ECSU	18 June 2000
	Web Policy	20 June 2000
	Policy on Computer Use	February 2003
	Residence Hall Network Connection Policy	February 2003

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Series III - Policy and Procedures		
2	Email Etiquette Guidelines	February 2003
	Computer Password Policy	July 2003
	Password Rules	August 2005
	Notice on Electronic Monitoring	August 2005
	Software Internal Control Policy	10 October 2008
	Securing Sensitive Information	January 2009
	Standard Disclaimer For...	April 2009
	ITS –Information Security Awareness	Spring 2009
	Management of Portable Devices	March 2010
	Securing Sensitive Information	November 2010
	Policy on Administrative Access to Electronic Data	2012
	Summary of ITS Security Protocol Document	18 Jan 2012
	Updated Info: Microsoft Home Use Program	23 July 2012
	Windows XP End of Life	31 March 2014
	Vulnerability in Internet Explorer	29 April 2014
	Proposal for Upgrading EDPE Requirements	n.d.
	Guideline for Internet Connection Sharing & R.A.S.	n.d.
	Procedure for Requesting Software Installation	n.d.
Series IV – Publications		
	Data Center News	Spring 1988
	Data Center News	Fall 1988
	Intro to VAX/VMS Parts I & II	1989
	Data Center- Academic Support Service Newsletter	1990
	Use of Vax System to Transfer State Property	31 Oct 1995
	<i>Academic Computing</i> Newsletter	November 1995
	<i>Academic Computing</i> Newsletter	February 1996
	Technology Tips for Returning Students	1 Feb 1996
	<i>Academic Computing</i> Newsletter (2)	September 1996
	<i>Academic Computing</i> Newsletter	September 1998
	<i>Tidbits</i>	Spring 2000
	Information Systems Outlook Training	31 July 2000
	Info-Tech Services Pamphlet (3)	[2000]
	<i>Tidbits</i> Web pages	January 2002
	<i>Tidbits</i> Web page	February 2003
	Web pages	February 2003
	Web pages	July 2003
	ITS Web pages	March 2005
	ITS Web pages	August 2005
	<i>Web Notes</i> Newsletter	1 September 2006
	Passport Technology Handout (4)	[2006]
	<i>Web Notes</i> Newsletter	8 March 2007

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Series IV – Publications		
2	Eastern Alert Handout (5)	2008
	<i>Web Notes</i> Newsletter	10 November 2009
	Web pages - Staff	August 2010
	Web Pages	6 Jan 2014
Series V – Reports		
	Information Retrieval System	31 August 1966
	Data Center	28 February 1971
	Computer Center Resources Report	[1974]
	Equipment Purchase and Installation	15 July 1982
	Data Center	1985- 1986
	Academic Computing Plan	30 December 1987
	Long Range Academic & Administrative...	1 May 1987
	Guide to Using Macintosh PC...	[1987]
	Introduction to Personal Computer	[1987]
	A Primer on EVE - Will Wiseman	1987-1992
	Long Range Computer Plan	1987-1994
	Introduction to VAX/VMA, Part I &II	1989
	Long Range Academic Computing Plan, 1990-1996 (1)	15 May 1990
	Long Range Academic Computing Plan, 1990-1996 (2)	15 May 1990
3	Library Automation	February 1990
	ECUS Administration& Academic...1992-1993 (Part I)	June 1992
	ECUS Administration& Academic...1992-1993 (Part II)	June 1992
	ECUS Administration& Academic...1992-1993 (Part III)	June 1992
	Long Range Academic...1993-1997 (Part I)	24 June 1993
	Long Range Academic...1993-1997 (Part II)	24 June 1993
	Long Range Academic...1993-1997 (Part III)	24 June 1993
	Long Range Computing Plan 1995-2000 (Part I)	6 September 1995
	Long Range Computing Plan 1995-2000 (Part II)	6 September 1995
	Long Range Computing Plan 1995-2000 (Part III)	6 September 1995
	CIT - Draft of Mission Statement	September 1995
	CIT - Mission Statement	August 1997
	Information Service Chart	June 1999
	Working Group Members Report	September 1999
	Media Service Operation Plan	2002-2003
	Incident Response Annual Report	2003
	Help Desk Mission/Services	December 2003
	Tech Service Group- Staff Roster	December 2003
	ITS Application Area - Mission/Goals	n.d.
	Multimedia Interactive Learning Environment	n.d.

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Series VI – Training		
3	Internet Workshop	11 June 1996
	Office 2000 New Features for ECSU	[2000]
	Workshops	2004
	Workshops	2005
	Workshops	2006
	Expanded technology workshop schedule	Spring 2007
	Blackboard Vista	May 2009
	Instructional Workshop- Faculty/Staff	22 Feb 2010
	Technology workshop schedule	Jan-Feb 2011
	Technology workshop schedule	Fall 2011
	Workshops	2012
	E-Print	15 June 2012
	Workshops	2013
	CIT Open House	21 Oct 2014
	Workshop Schedule	17 April 2015