

January 2009!

UPDATE

Weber State University's IT'S NEWS

a monthly publication of the WSU Information Technology Division



Here we go!

By Bret Ellis, Information Technology Vice President

Last January I was visiting Utah and family, still enjoying living in Hawaii and my employment there with no thought this January would find me working at Weber State University.

The same can be said of the economy of the United States and more specifically Utah and Weber State University. Remembering back in early 2008, reading the Utah newspapers describing the legislative discussions about what to do with the huge tax surpluses(!)

However, just one year later, we find the nation's economy and more specifically Utah and Weber State University's budgets being cut due to poor tax revenue this year, with more cuts likely to come. We are challenged to educate more students than ever before using fewer resources than we have previously had available.

What a change in our world and clearly not expected; thus we are, none of us, quite prepared for our predicament. Thankfully, we do have experience with such issues and have seen lean times before in higher education. It is not overwhelming though it IS a daunting task for us to continue to function with "all systems go" with cuts in the operating budget. Viktor E. Frankl said "When we are no longer able to change a situation - we are challenged to change ourselves."

Like a roller coaster ride, once we are

strapped in and the ride begins we can either close our eyes and wish the ride were over or we can lift our hands up, scream a little with excitement and look forward to each drop, turn and bump with anticipation. With our economic situation, we are indeed "strapped in" and anticipating the bumps and turns, drops and fast rises we face.

I find this quote regarding attitude useful on days like today. "Make a game of finding something positive in every situation. Ninety-five percent of your emotions are determined by how you interpret events to yourself." (Brian Tracy)

This next year will be a ride like we haven't experienced for a while, no doubt. We can either hide in our offices or dorms until the ride is over or we can go out and meet the challenge, change what needs to be changed, make improvements, and continue meeting each thrilling challenge on into 2030.... Here we go!

Lampros Lab for Online/Faculty/Staff Updated

By Shelly Belflower, Technology Services

The Faculty & Staff Computer Lab in Lampros 215 has been updated with new computers, a new document scanner, a new printer, a new DVD burner/copier – and updated software for Office 2007 and Adobe CS3.

TechnoTips

Excel Filters—quicker than Access Queries

By Judy King, Technology Training

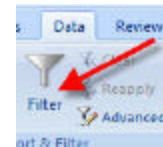
In Excel 2007, data fields can be filtered very quickly to obtain fast results and print reports even faster than using an Access database.

Once the data is in Excel 2007, block the cells of data and click **FORMAT AS TABLE** from the Home ribbon. If you have included your column headings, you will need to click the box asking if headers are included with your data.



After clicking okay, drop-down arrows will appear in each column allowing filtering based on data listed. Multiple columns can be filtered at once, eg. Filter for Major, filter for College, for Department, and filter for GPA of 4.0 to find all Honor graduates for the department of Communication in the College of Arts & Humanities.

The Filtering can be turned on and off by using the Filter button on the Data ribbon.



Some departments have begun building their own Access database for this purpose, running queries against the data tables and then writing reports. I believe Excel can do all that much much quicker with just filtering and is recommended over keeping a secondary database with student or employee data.

Call me for more information at extension 6189 or email jking@weber.edu.

New Software Available – Adobe Creative Suite 4 By Sharon Dover, Computing Support

New Software is available for Spring Semester. The Adobe Creative Suite 4 is now available thru WVL's (Weber's Virtual Lab). All you need is a browser, an internet connection, a request for the software to be assigned to you. You can access the Creative Suite 4, Corel WordPerfect X4 and many other software applications on campus and off.

The Virtual Lab will soon be offering SPSS 17, statistical software for those needing data analysis tools.

For more information on the Virtual Lab and instructions on getting access, go to <http://weber.edu/virtuallab> or call the IT Service Desk at 7777.

IT Service Desk Stats for December 1st thru Dec 29th

1274 Incidents submitted
1289 total issues resolved

Breakdown

987 Resolved by phone, chat or email
114 Walk-ins
188 Workorders completed
261 Chat requests



**Happy
New
Year!**



By Julie Park

Have you ever wondered what to do with all of the confidential information you collect during a semester or academic year? Weber State University generates, receives, and stores many documents and records of a confidential nature, therefore, it is important to ensure all confidential documents and records are securely maintained and periodically destroyed/shredded.

The purpose for destroying/shredding confidential documents is to avoid the potential danger of identity theft; fraud; and wrongful access to facilities, materials, and information for all members of the University community (faculty, staff, students, donors, etc). There are also federal and state laws that require the University, as an institution of higher education, to properly destroy/shred confidential information.

Listed below are some examples of confidential documents and records that should be destroyed/shredded:

- Social security number.
- Name and date of birth.
- Credit card number
- WildCat card number or W# (Student ID).
- Academic information regarding students identified by name and/or social security number. This includes, but is not limited to: graded exams, term papers, transcripts, class rosters, and student/team projects.
- Other information regarding students, including, but not limited to: records of disciplinary proceedings, housing records, membership in student organizations if social security numbers are used.
- Faculty, USPS, and personnel records.
- Medical records.
- Any other information considered confidential in accordance with the provisions of the Federal Educational Right to Privacy Act (Buckley Amendment), 20 USC, Section 1232, and any other Federal or State Law or Administrative Code.

If you have any questions about how to properly destroy/ shred confidential documents and records please email the Information Security Office at security@weber.edu.