ROSE-HULMAN INSTITUTE OF TECHNOLOGY

September 2009 Release:

Electronic Bulletin Board: Overview

To facilitate the electronic sharing of information with the Rose-Hulman Community in a more productive and less intrusive way, we are very pleased to announce that an electronic campus bulletin board has been developed by The Office of Information Technology in conjunction with the President and Cabinet of the Institute. We believe that you will find this product a very viable replacement for many of the current “global” campus e-mails that currently clutter our in-boxes. It is anticipated that, once the campus bulletin board is fully operational, the current widespread use of the “all_campus” e-mail listings will become significantly more restricted to better manage this traffic; thus we strongly encourage you to test this functionality.

Information posted to the bulletin board is disseminated to the campus community via SharePoint. Microsoft Office SharePoint Server 2007 is a new server program that is part of the Microsoft Office system which can be used to facilitate collaboration, provide content management features, implement business processes, and supply access to information in a simple format. As you may already be aware, the Institute’s current campus calendar, maintained by Dale Long in the Communications and Marketing area, is already available on the bulletin board at http://myrhit.rose-hulman.edu.

The new Bulletin Board feature will be on the same site as the campus calendar and the user only needs to click on the “sign in” at the top right hand corner to see the Bulletin Board Announcement Categories.

- By clicking on “Announcements” the listing below will allow you to click on the category you wish to view or post to
- Clicking on “Lists” will allow you to see an explanation of each category and who is authorized to post to that category
- Clicking on “FAQs” provides instructions for Posting to announcements and Subscribing to Alerts

Access to the bulletin board for all purposes other than campus calendar is limited to members of the campus community that have a Network account. All posted information, unless specifically indicated as public information, should be treated as confidential to the campus community.

The Bulletin Board is delivered with an “opt-out” subscription. Initially, e-mails will be received from all categories into your INBOX as they are posted, unless or until you the user choose to change how you subscribe to alerts from these categories.
The system will allow you to “opt-out” by category, as well as control the frequency of e-mails received for those you do wish to see.

Training sessions for those interested in hands-on training will be held in the next two weeks; scheduling of those sessions will follow under separate cover.

The Rose-Hulman community may choose from the following categories when posting and/or reviewing items on the bulletin board:

- **Campus Calendar** – This is maintained by the individual designated to prepare and maintain the public campus calendar. (This is visible to all users of the web).

The following categories are currently available for use and will require individuals to sign in using their network account information:

- **Institute Announcements** – *(Viewable to all users with a network account)* Announcements that impact all of campus such as an announcement from the president, service announcements from IAIT, public service announcements from Public Safety and other official Institute announcements. No personal announcements or announcements targeting specific groups are to be posted to this site. Those permitted to post to these announcements are the President, President’s Executive Assistant, Director and Assistant Director of Human Resources, Associate VP for IAIT, Help Desk Coordinator, Director and Assistant Director of Public Safety.

- **Academic Announcements** – *(Viewable to Faculty, Staff and Students)* Announcements from individual academic departments regarding guest speakers, colloquiums, departmental activities, etc. These will be posted by the department head, deans, associate deans or department secretaries.

- **Administrative Announcements** – *(Viewable by Faculty and Staff only)* Announcements from the individual administrative departments regarding business conducted within the department. These will be posted only by administrative VP, administrative assistants, or secretaries.
  
  Samples/examples of postings include:
  - Activities hosted by a department

- **Athletics** – *(Viewable to all users with a network account)* Announcements of upcoming sports events. This category will only be posted to by the Athletic Director, Director of Intramurals and Sport Clubs, Sports Information Director and the Athletic Administrative Assistant.

- **SRC** – *(Viewable to all users with a network account)* Announcements of upcoming activities at the SRC. This category will only be posted to by the Director and Assistant Directors of the of Recreational
Sports and Athletic Facilities and the Director of Intramurals and Sport Clubs.

**Dining Services** – *(Viewable to all users with a network account)*

Postings will contain information on ARAMARK campus dining services and will only be posted to by the ARAMARK Director.

**Personal** – *(Viewable to all users with a network account)*

Information for the campus community regarding articles lost or found on campus, items for sale, individuals needing rides, etc. may be posted to this category. All campus Network authenticated users may post to this category. The individual posting in this category must set the deletion date, which may not exceed two weeks from the date posted. Users are encouraged to remove the posting as soon as it is no longer pertinent. Postings regarding an ongoing commercial endeavor should not be posted here.

**Professional Development** – *(Viewable to Faculty and Staff only)*

Posting information in this category will be restricted to Human Resources and will contain opportunities for professional development and training.

**Student Organizations/Activities** – *(Viewable to all users with a network account)*

Designated specifically for information for the campus community regarding activities sponsored by SGA and by Student Services. Only the Dean of Student Services, Assistant Dean of Student Services and the SGA president will be authorized to post to this category. **Other General Guidelines:**

- Any individual with a Network account may post information to the bulletin board categories they have been granted rights to.
- Anonymous posts are not permitted.
- Announcements from departments or organizations must be posted by a designated representative of that department or organization.
- No posts may be made on behalf of entities outside of the campus community, except by a representative of a sponsoring institute department or as otherwise indicated in this document.
- All postings must be in compliance with this and other pertinent Institute policies, including the faculty, staff and student handbooks.
- The Institute administrator of the Bulletin Board reserves the right to relocate incorrectly placed postings, remove postings, and address technical problems within postings as necessary.
- Any posting found to have inappropriate content will be removed and the individual posting the comment will be contacted by Human Resources or the Office of Student Affairs as appropriate, for follow up.
- Postings requesting that the author be contacted at a non-Rose-Hulman e-mail account are not permitted and will be removed by the administrator.
- Posts may be removed by the author at any time.