University of the Virgin Islands

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Information & Technology Services

NEWS: DOWNLOAD UVI'S NEW APP, MYUVI, FROM THE GOOGLE PLAY AND APPLE STORES NOW!

High Performance

AP Wireless Transfers

As of September 1, 2013, through a partnership between Accounting and ITS, vendors, employees and students now have the option of having payment(s) deposited directly to a bank account of their choice. Direct deposit is possible for ALL payments through the ACH/Electronic payment process. Each time a payment is processed, the payee receives email notification detailing the invoice numbers, dates and amount of payments applied to their account.

Everyone is encouraged to complete and submit the *Vendor Payment Authorization Form* to the Accounting office. Information collected on this form will be used by the University to transmit payments for ALL reimbursements, advances, stipends, service invoices, purchase orders, etc., by electronic means to financial institutions. Incorrect or incomplete information may delay or prevent the receipt of payment so folks are encouraged to complete the form in its entirety. For persons within the University, information on accounts to be used for this process can be submitted via a form on the myCampus portal.

Individuals must notify UVI immediately regarding any changes occurring at their financial institution that may delay or prevent the receipt of payments. ACH payments are processed according to Accounting's current disbursement schedule. Persons wishing to cancel ACH payments must submit a request for same in writing. All correspondences related to this project should be sent to ap@uvi.edu.

In This Issue

Upgrade of Bandwidth

ITS is in the midst of a project to add additional fiber optic cables to the network. Fiber optic cables are commonly used for 1 Gigabit connections throughout networks today, but ITS is working on plans to increase this to 10, 40, or even 100 Gigabit connections. This will increase bandwidth to improve the connection speed on our network, as well as, the speed of the Internet.

Until recently, the majority of St Thomas and St Croix Internet traffic travelled a single 90 Megabit connection to the Internet. The exception to this was Internet traffic for the dorms, which had their own 45 Megabit connection. For a total of 135 Megabits available. ITS has re-engineered the network to give each island their own bandwidth (no longer separated by user groups). ITS has a 90 Megabit circuit dedicated to St Croix and a 300 Megabit circuit for St Thomas.

St. John Academic Center News

Fall 2013, ten students attended classes at the Academic Center, including one from this summer, two senior citizens, two new students, one student that lives on St. Thomas and works on St. John, one graduate student, and three students that started their higher education experience at UVI as freshmen and are now sophomores. Courses include Marine Biology, Computer Science, Chemistry, Spanish, Business, Communication, and Education.

Three students attended summer classes at the St. John Academic Center in 2013. One student, a non-degree seeking, transfer student, took Biology 142. The other two students both started as freshmen at UVI, one is now a sophomore and Business Management major, who took Economics 222 and the other student, now a junior and Business Administration major, successfully completed Accounting 201 this summer on St. John.

High Performance
Advancing Learning Spaces Project Update

With funding from a Title III SAFRA grant and supplemental plant and technology funds, several classrooms across the St. Thomas and St. Croix campuses were renovated. In the Teacher Education Building, rooms T103, 102, 116, 216, 212 and 213 as well as B206 in the Business building on the St. Thomas campus were renovated. On St. Croix, EVC 308 and 302 in the Evans Center on the St. Croix campus were renovated.

T115 which was previously a small videoconference (VC) room was made into a smart classroom with regular task chairs. The VC equipment from that room was moved to the larger T103, which now holds 30 persons with furniture easily moved into different configurations, based on in-class activity, and hi-definition videoconference equipment. In addition, T213 which was a VC room with a conference table now has 25 seats and updated equipment.

The smart classrooms T116, 216, 212 and B206 received updated furniture and technology. Humanities 104 will also be upgraded when the semester provides a time for the installation of equipment.

In addition, the equipment and furniture in New House was relocated to T102. This puts the St. John pair room in easy support and reach of ITS technicians while placing it in the middle of other academic classrooms, therefore making it more accessible to students and faculty.

Furniture was ordered and installed in H104, T216, 213, 212, 103 and 116; Business 206 and on St. Croix EVC 302 an 308. Rooms were furnished with node chairs on wheels which can be easily moved for different uses or table/chair combinations also easily reconfigured for group work.

Facilities staff worked diligently to provide an aesthetically pleasant environment in the renovated rooms. Blinds were installed in EVC 302, 308, B206, T216, T213, and T212. Each room was painted with colors matching the furniture, with some rooms also now having mahogany chair rails and new ceiling tiles.
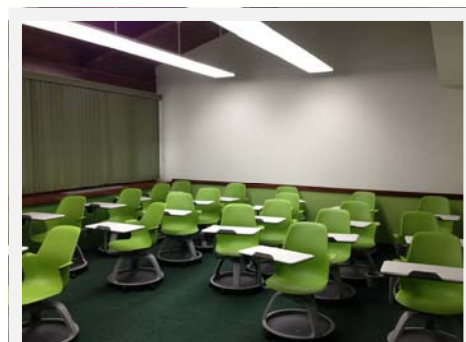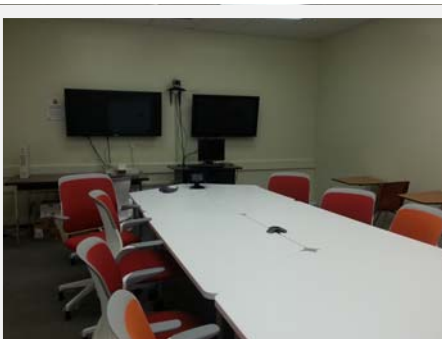
EVC 308

EVC 302

TED 213

EVC 302A

BUS 206

UVI Gets New Look & Feel with New Website

The University of the Virgin Islands began Fall 2013 with the launch of the next generation of its website – www.uvi.edu. The new website is responsive, user friendly and designed to meet the needs of all UVI's stakeholders. "The newly designed website opens a brilliant window into UVI so that the world will better understand our uniqueness and value," said UVI President Dr. David Hall. "This new design will make it easier for our students, faculty and staff to quickly secure the information they need to achieve their goals." In 2012, Dr. Hall made the website redesign one of his presidential goals. The new website went live on Aug. 17.

UVI Webmaster Moneca Pinkett led the committee that began working on the new site last fall. "The new website takes UVI to the next level," said Pinkett. "The next generation of the UVI Website allows us to tell our story through social media, YouTube, iPhones, iPads, Androids phones and through the website itself." UVI's new homepage showcases the University's success stories with a wide full-color slideshow that continuously updates. The website uses responsive design to resize itself to fit large or small devices from cell phones to large screen televisions. The site is Americans with Disabilities Act (ADA) compliant for assistive devices. It has social media integration that allows students to post UVI information on their Facebook, Twitter and LinkedIn accounts. All of the navigation menus were completely revamped for user friendly audience and task based navigation. This allows current students, faculty, staff, the community to have all the information pertinent to them in one place.

"It is my hope that the new website will serve users from all walks of life," Pinkett said. "As our primary international marketing tool, we hope to present exciting, relevant, accurate and timely information on the new website. UVI has a lot of hidden treasures and successes that we can now highlight in a more attractive, engaging platform." The new website has a wealth of information on UVI's 43 academic programs, including nine associates, 27 bachelors and seven graduate degrees. The new life-long learners gateway has information about all continuing education programs.

The next generation of www.uvi.edu was created in nine months. The website committee modelled the site after reviewing the last two years of the best practices of award winning university websites. Three firms collaborated to redesign UVI's website. Beacon Technologies was selected for the redesign. The content management system was developed and is managed by Hannon Hill and TW Telecom is the service provider for the server. "The website redesign process is a compelling reminder of what a group of creative and dedicated individuals, with the assistance of experts in the field, can achieve within a few months," said Dr. Hall. "I am very proud of the 'new face' of UVI." This is UVI's first site-wide redesign since 2008.

Source: http://www.uvi.edu/news/articles/current/11_346.aspx

Student Email Change - Gmail to Office 365

On October 4, 2013, ITS sent an email to the student body inquiring about changing their email addresses from Gmail using their 9xxx number to Office365 using their first.last@students.uvi.edu.

The poll was phrased as followed: *The email change will change students' emails to first.last@students.uvi.edu, which include moving students accounts to Office 365. Students will also have access to Office web apps. This means that UVI will no longer create Gmail accounts for students, 9xxxnumber@myuvi.net and will move away from Google Apps. We need your feedback. I support my student email being moved to Office 365, in which my email will be changed to first.last@students.uvi.edu.*

Students were to respond by October 20, 2013 to accept or deny the proposed. There were 268 respondents, with 171 (64%) voting in favor of the change, while 97 (36%) opposed. Hence, student email accounts will be transferred to Office 365 for the Spring 2014 semester. ITS thanks all students that participated in the poll.

Service Oriented

Surface RT Tablets Available to Checkout by Students

What is a Surface RT?

Surface RT is a tablet computer that runs a special mobile version of Windows 8. Surface RT includes Microsoft Office Home and Student 2013. The suite provides functionality for Word, PowerPoint, Excel, and OneNote applications in a touchscreen environment. Students may use Surface RT tablets as a quick way to complete class assignments using Office applications used for such projects.

Saving your work to a USB drive ensures that it can be transported to other compatible computing workstations with ease for printing or other end-processing activities.

How may I use a Surfact RT tablet, if I do not own one?

Surface RT Tablets are now available for student checkout from the Libraries. They will supplement laptops for student computing and will be governed by the same circulation rules (valid student ID, 4-hour loan period), as the laptops.

Librarian Liaison Outreach to Schools and Colleges

In 2011, Librarians began a new outreach strategy, seeking more effective options for supporting library services. At the time of that announcement, we emphasized collection development and information-sharing for library programs and services as the focus of outreach to faculty. Training is the other side of collection development - one cannot take place effectively without the other. Understanding what library resources exist and learning how to use the resources aid faculty in identifying gaps in the collections, and in identifying which resources should be removed and replaced.

The faculty/librarian collaboration can be strengthened through relationships built with your librarian liaison over time. Contact information for each librarian is shown below. To share our human resources across the institution, some librarians have liaison responsibilities on the opposite campus - as so many of us do. Each librarian is only a phone call or email message away.

Please contact your librarian liaison for information and assistance:

1. CLASS – Liberal Arts   Ashley Till - x1585/x1369 (ashley.till@uvi.edu)
   Elroy Richard - x4056 (erichar@uvi.edu)

2. CLASS – Social Sciences   Sherna Gumbs - x1363 (sgumbs@uvi.edu)
   Elroy Richard -x4056 (erichar@uvi.edu)

3. School of Business   Celia Prince-Richard - x4143 (cprince@uvi.edu)

4. School of Education   Wenda Stephenson - x4136 (wstephe@uvi.edu)

5. School of Nursing   Tanisha Mills - x1373 (tmills2@uvi.edu)

6. College of Science and Math   Tanisha Mills - x1373 (tmills2@uvi.edu

Service Oriented
Banned Books Contest

Banned Books Week (BBW), held September 22-28, 2013, is an annual event celebrating the freedom to read and the importance of the First Amendment. BBW stresses the importance of ensuring the availability of unorthodox or unpopular viewpoints for all who wish to read and access them.

In celebration of BBW, ITS sponsored a Banned Books photo contest. Students were to "GET CAUGHT READING A BANNED BOOK" to win an 8GB iPod Touch or 16MP digital camera. Students were welcomed to visit their respective library on either campus to checkout a Banned book, or choose any of the books from the list of banned/challenged books provided by the ALA at http://www.ala.org/bbooks/frequentlychallengedbooks.

Students submitted photos reading Banned Books in a creative location and/or pose. The photos were posted to the UVI-ITS Facebook page. The photos with the most "likes" received prizes!

Contest Rules were:

- Entrants were to "Like" the UVI-Information and Technology Services page on Facebook

- Students had to be enrolled in the current semester at UVI on either campus, St. Thomas or St. Croix

- The book had to be visible in the photo and students had to appear to be "reading"

- Photos were not to contain nudity, profanity or any sexually explicit poses

- Likes on the original photo posted to the UVI-ITS page counted; likes on shared photos were not counted as votes.

The winners, shown below, were announced on Friday, September 27th.

St. Thomas Winner
Tricia Beard
Left

St. Croix Winner
Esha Skepple
Right
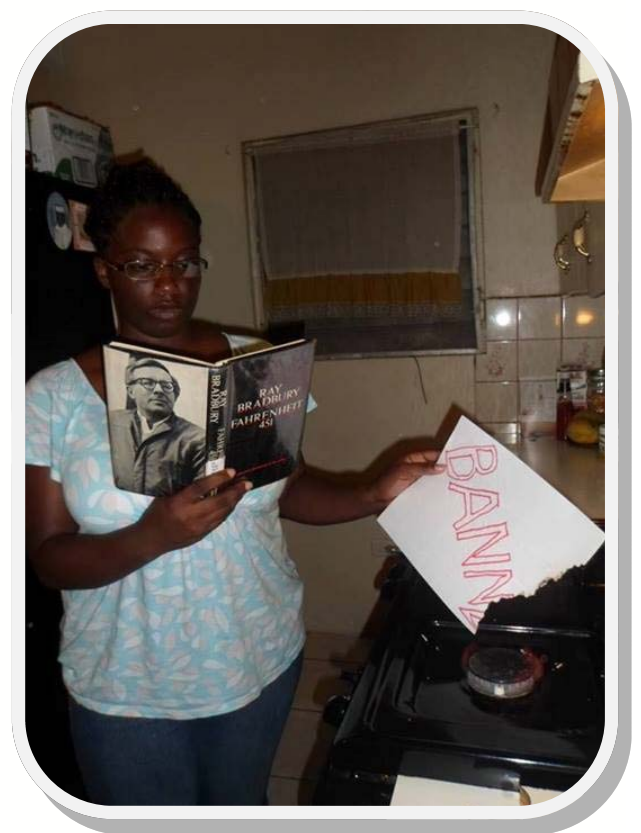
Service Oriented
CETL News

The Center for Excellence in Teaching and Learning (CETL) continues to make strides in offering relevant training to promote effective use of UVI technologies. Partnerships enhanced these offering with Public Relations and the School of Business Professor, Dr. Lonnie Hudspeth. Public Relations provide sessions on Website Publishing, UVI Microsites and myUVI.net, while Dr. Hudspeth provide sessions on Writing Learning Objectives for faculty. Through an ongoing partnership with the Center for Student Success, the CETL also provides AdvisorTrac/TutorTrac training sessions and support.

In addition, the CETL has memberships with the TLT Group and Sloan Consortium, through which faculty, staff and students may attend online training sessions with no additional cost. To view and/or register for upcoming CETL, Sloan Consortium and the TLT Group's training sessions, please click on the CETL image at the top of the page.

Most sessions can be attended online via Adobe Connect.

To date, the CETL offered training on Blackboard, myCampus, Microsoft Outlook, Publisher, PowerPoint, Office365, EMS, Banweb, myUVI.net, Microsites and Website Publishing with Public Relations, Web Time Entry with Human Resources, Adobe Connect and Professional, AdvisorTrac/TutorTrac with the Center for Student Success, videoconference, email etiquette, Writing Learning Objectives with Dr. Lonnie Hudspeth. Attendance in training has been 16 attendees for the month of June, 11 for July, 56 for August and 80 for September, totaling 163 attendees. The numbers do not include the Sloan Consortium and the TLT Group events.

Training sessions on DocuSign and SPOL will be forthcoming in Spring 2014. DocuSign is software that allows users to easily and quickly sign documents in a secure environment. It also allow users to create reusable templates and track documents. Strategic Planning Online (SPOL) is a cloud based strategic planning software solution that helps organizations to align team members with the strategic planning effort. SPOL will allow everyone in the institution to participate in the planning, budgeting, assessment and accreditation of the strategic planning effort. The implementation of a tool for tracking these processes is a Presidential initiative.

For more information, please email cetl@uvi.edu or call 340-693-1609/340-693-1214.

The Portal Corner

The myCampus portal is more than just a single-sign-on tool for checking and sending messages. It is also a place to share and upload information in a secure environment. The myCampus portal has a great feature called "Community". Creating a community will allow users to store and access information in one location. Communities may be open to all, private or restricted. Open to all means that all users will have access to the respective community. Private means that the administrator(s) will enroll users accordingly into the community, and those that are not enrolled will not be able to access or request to join the respective community. Restricted means that administrator(s) may enroll users; however, users may request to join the respective community. Users may create and post polls, forms and other applications in myCampus for quick access and/or feedback. This will eliminate the need to sort through emails for information and posting information in multiple locations. *Are you a community administrator who wants to share your community or information within your community with the University community or a specific body? Please send an email to Ms. Dannica Thomas at dthomas@uvi.edu to share your information and/or news to include in upcoming ITS newsletters in "The Portal Corner".*

Faculty should be made aware that there is now a Faculty support page in the CETL community. The support page will provide the Faculty with quick solutions for Blackboard, myCampus, Adobe Connect, Internet, email, and many more. If a faculty member does not see a solution for their issue(s), he/she may opt to click on the appropriate section in the Frequently Asked Questions section, i.e. Blackboard, select post new thread and enter his/her question(s). Faculty may also complete and submit a Faculty Support form on the Faculty Support page. Faculty will receive feedback in a timely manner.

Staff, faculty and students are urged to take advantage of the myCampus portal and other training sessions. myCampus portal training sessions include Messages (mass email functionality), Creation of applications (forms, polls, message boards, blogs and so much more), Community Development and Management.

Informed Decision Making

Think Before You Print Campaign

"Think Before You Print" has taken the university by storm. Most departments have implemented the new printing standards endorsed by "Think Before you Print" to capture savings in their departments.

- Duplex printing will be the default print mode for all printers and print devices on the UVI network;
- Faculty should accept duplex printing as a standard.
- Where color is an option, the printers will be set to print black and white.
- Cover pages feature will be turned off.
- All printed distribution of documents, paper correspondence, and presentations should be transitioned to an electronic format for group dissemination. Whenever possible the portal should be utilized for document sharing.
- Personal printers, scanners and fax machines will be phased-out, except in specific situations.
- Phase out the Use of Dedicated Fax Machines: The purchase of physical fax machines and associated analogy phone lines will be phased out. ITS will implement faxing over the data network to and from a computer.

ITS can connect most printers and workstations on the UVI network to PCounter. PCounter is a software program used to manage photocopying and printing on printers and work stations, which also will capture the number of pages printed from each work station on the network.

Think Before You Print aims to establish guidelines for printing while ensuring convenience for users, reduction of print costs, maintaining network security and contributing to the sustainability goals. Through the policy, UVI seeks to improve the procurement and management of printers and print devices utilized by the campus community.

Web Time Entry - No Paper

The Web Time Entry process is going truly paperless. Piloted with ITS, HR and Accounting, removing the return of paper OTS' to the Payroll office will further improve processing time and reduce the use of paper. This change will be rolled out to the rest of the University throughout FY2014.

This change means departments will no longer have to enter time information online in Banner as well as submit paper to the Payroll office. Departments are ultimately responsible for employee time and should keep copies of time sheets and time reported but no longer have to submit this to Payroll in a duplicative fashion after already having done so via WTE online.

Student Tech Fee Committee Update

ITS continues to improve the student learning environments in conjunction with students to meet their technology needs. Funds from the Technology Fee enabled Information and Technology Services to purchase replacement computers for computer labs on St. Thomas and St. Croix, add an additional Video Conference room on the St. Croix Campus, as well as the placement of additional wireless access points on both campuses, as shown on the right.

In addition to the above funded proposals, the Technology Fee was used to fund two (2) IT Tech staff positions on both campuses, and additional improvements to the University's learning environments and network.

Although the Student Technology Fee Committee met a few times last fiscal year there was a lack of participation from the students that were part of the committee. Information & Technology Services plans on reconvening the Student Technology Fee Committee during fall semester of fiscal year 2013.

Description	Cost
Replacement Computers Computer Labs	$61,001.67
MS Surface RT for Student Circulation	$3,637.20
VC Equipment Upgrade for VC rooms	$49,119.36
Wireless Access Extension	$3,985.00
Technology Supplies	$1,975.98
Total	**$119,719.21**

Emotional and Spiritual Health

Employee Recognition

ITS would like to congratulate Ms. Tanisha Mills on her acceptance into the HBCU Library Alliance 2013 Staff Exchange program. The goal of the Exchange is to develop skills of emerging leaders and foster greater connections between project partners. Funding is through a grant to the HBCU Library Alliance from the Andrew W. Mellon Foundation. Through this program, Tanisha will travel to Savannah State University, Savannah, Georgia, November 3-6, 2013, to observe and review the development and management of the information literacy program at that institution. The Dean of the Savannah State University Library will visit the Paiewonsky Library from November 17-19, as a follow-up to Tanisha's visit.

Tanisha Mills is a Librarian II for Information Literacy and Collection Development at the Paiewonsky Library, and librarian liaison to the college of science and math and the school of nursing. She has served as a UVI Librarian for over four years, coordinating faculty requests for information literacy training, and planning and delivering instruction to undergraduate and graduate students and faculty.

The HBCU Library Alliance has provided amazing professional development opportunities to UVI Librarians since 2005, through Mellon funding. The recent award to administer LibQUAL+ Assessment, three leadership institutes for staff development, and a variety of online workshops are just a few of the benefits derived from our membership in this organization.

Tanisha Mills is a member of the Library faculty and is encouraged and supported in her professional development efforts. Her project fits closely with component plans for improving our information literacy program. UVI's gratitude to the HBCU Library Alliance for this opportunity is immense.

Higher Education Resource Services (HERS) is an educational non-profit providing leadership and management development for women in higher education administration. Established in 1972, the organization provides leadership institutes held in different parts of the US, providing options to meet the needs of those in higher education. Sharlene Harris attended the HERS Bryn Mawr Summer Institute for Women in Higher Education Administration, a residential program with an intensive leadership and management curriculum of approximately 70 women faculty and administrators on the Bryn Mawr College Campus. Held over two weeks, the institute offered attendees sessions on topics including budgeting, legal issues, fundraising and accreditation. Attendees were assessed and provided their personality type; the schedule included time for networking as participants are encouraged to henceforth rely on the HERS network.

Carey Galdo, is the embodiment of a hard worker and team player. Carey plays an instrumental part in the day to day activities at the Ralph M. Paiewonsky Library as well as the St. John Academic Center (STJAC). In addition to her regular duties, Carey is always willing to go above and beyond to assist her co-workers with their projects. Her insight is invaluable; she excels in planning and detailing; and is excellent at decision making, library technology, and organization - which are exemplified in her innate skills at cataloguing library records, maintaining statistics on student usage at the STJAC, and maintaining weekly schedules.

When tasked with working from the STJAC, Carey jumped in enthusiastically. She took ownership and responsibility for that facility, ensuring its operations were smooth. She maintained communications with students, assisted with their registration and other needs, making their participation in classes from the STJAC successful.

This past August, Carey provided critical assistance with the planning and execution of the first ITS Open House/Orientation on St. John. Her dedication, attention to detail, and incredible store of energy were essential in making the event a very successful one. She always offers a unique perspective on situations and has been said to have very good taste in books.

We appreciate you Carey!!!

Emotional and Spiritual Health
WOW Campaign Winners

The information below reflects March, April, May.

Person who received a single or two wow emails received a SMILEY pin. Recipients include:
Kent Wessinger, Tricia Beard, Ashley Till, Carey Galdo, Giovanni Garcia, Marilyn Henderson, Derval Prince, Kimbalee Dawson, Cherie Wheatley, Judith Rogers, Christine Freeland

Persons who received 3 wows received a WOW! Pin. Recipients include:
Erik Pattison and Desha Brathwaite

Persons who received 4 wows received I RADIATE PURE AWESOME and SMILEY pins, $50. Recipients include:
Shelly Anslyn-Jones

Persons who received 5 wows received I RADIATE PURE AWESOME and SMILEY pins, $100. Recipients include:
Jose Negron

Persons who received 4 wows received EXCEED CUSTOMER EXPECTATIONS and SMILEY pins, $50. Recipients include:
Alex Caraballo

Persons who received 3 wows received TOGETHER WE CAN and SMILEY pins, $25. Recipients include:
Jaleel Gillon and Romeo Richardson

Persons who received top prizes WOW!, SMILEY, I AM A ROCK-STAR, $250. Recipients include:
Nigel Martin, Brian Thomas & Dannica Thomas split $250 (will be eligible to win $250 again), Dawn Matthew-Maynard received $300

Each employee received a T-shirt and a lanyard with a WOW ID Card.

The information below reflects June, July, August.

Recipients who received a SMILEY FACE PIN (or another pin if they already have a SMILEY PIN) include:
Cherie Wheatley
Sherna Gumbs
Tanisha Mills
Ashley Till
Nigel Martin
Brian Thomas
Dannica Thomas
Annice Canton
Judith Rogers
Kelly Harrigan
Carey Galdo
Jose Garcia
Desha Brathwaite
Erik Pattison
Derval Prince III

Recipients who received a 110% PIN include:
Dannica Thomas
Dawn Matthew-Maynard
Nigel Martin

Recipients who received a pin and money include:
Cherie Wheatley received a Make it Happen pin and $100
Christine Freeland received a Rock Star pin and $50
Shelley Anslyn-Jones received a Big Deal pin and $50

Recipients who received top prizes include:
Giovanni Garcia received a Water Cooler Pin and $250
Alex Caraballo received a Super Achiever pin and $250
Romeo Richardson received a Exceeds Customer Expectations pin and $250

Let us **WOW** you!
University of the Virgin Islands
Information & Technology Services

ITS St. Thomas staff on the left; while the St. Croix staff in the center and on the right.

NEWS: Download UVI's new app, myUVI, from the Google Play and Apple Stores Now!