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Division of Technology & Security Records

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Division of Technology and Security Records

COLLECTION SUMMARY

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TITLE
Division of Technology and Security Records

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NAME OF CREATOR(S)
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REPOSITORY
South Dakota State University Archives and Special Collections
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Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

ABSTRACT
The Office of Information Technology provides the technology, skills, and services that contribute to and support the land-grant mission of South Dakota State University. This collection is composed of the records of the Office of Information Technology and includes files from the Computing Services, Vice President's Office, Information Technology Services, and Classroom Technologies Services.

HISTORICAL NOTE

The Office of Information Technology provides the technology, skills, and services that contribute to and support the land-grant mission of South Dakota State University and is committed to creating an environment in which faculty and students develop opportunities which will make them successful in their scholarship, research, and creative activities. In addition, the office actively promotes the

incorporation of technology as a means of effectively and efficiently conducting University business. For assistance, faculty and staff may contact any of the following information technology units.

Administrative and Research Computing: ARC provides computational resources for large-scale research on campus. Analysis and computer programming for management information and student information support are also ARC priorities.

Classroom Technology Services: This group is responsible for technology-enhanced and DDN classrooms located on the University campus. This includes the initial installation of equipment, its maintenance, and upgrades.

eSDSU Laptop Center: The eSDSU Laptop Center is dedicated to bringing the latest technology to students with guaranteed service and on-site support. By partnering with Gateway and Apple companies to create customized packages for students, we are able to offer top-of-the-line systems at educational pricing, while providing certified technical support.

Information Security: This team ensures University data security and establishes protocols to protect information, users, and the University.

Information Technology Operations: This group is responsible for the daily management of the Office of Information Technology and coordinating IT units and services, as well as managing Inside State, the eSDSU Laptop Center, the Faculty Upgrade and Redistributed System programs, and the Student

Information Technology Services: ITS serves as the primary point of contact for all students, faculty, and staff needing tech support, through its operation of the Support Desk. Equipment loan, repair, and the maintenance of general-use computer labs are also the responsibility of ITS.

Instructional Design Services: This team offers faculty services in instructional design, distributed learning, and the use of integrated media in the classroom. They also provide students and staff with training in a wide variety of software programs and applications, as well as instruction in the use of equipment.

Student Technology Fellows (STF) Program: Admittance into this elite undergraduate program pays the equivalent of 32 credit hours of tuition and general fees for each academic year the student is enrolled. In return for this stipend (paid monthly), STFs provide technology support to faculty and the University.

University Networking Systems and Services: UNSS provides the infrastructure upon which SDSU's technology systems are built and assures internet access to the campus community. In addition, they maintain the server farm, on which the majority of institutional software and applications are run.

COMPUTING SERVICES RECORDS

Computing Services was concerned with serving three main areas of the South Dakota State University campus: instructional, research, and administrative. Their mission was to facilitate access to appropriate computer resources for all faculty, staff and students at SDSU. A central focus of the department was to continually obtain adequate hardware and software to better serve the institution and to provide advice and leadership about the acquisition and use of microcomputer and application dependent computer resources. A smooth migration to new systems, with as little impact on use as feasible, was maintained as a priority.

The Academic Computer Technology Services (ACTS) department and Computing Services provided microcomputer training and other seminars for faculty and staff. ACTS also maintained a library listing

sources of academic support software to assist faculty in integrating computer technology into the curriculum.

General microcomputer access for the campus was provided through nine major microcomputer laboratories with 16 to 36 computers in each center. Five of the laboratories were used as instructional facilities for scheduled classes. In addition to these microcomputer laboratories, there were eight smaller departmental facilities to meet special instruction and research needs. Microcomputer access was also provided in five residence halls.

Computing Services coordinated planning and implementation of campus-wide local area networks and management of access into state and national computer networks.

In December 1999, Computing Services was integrated into the newly established Chief Information Technology Office and the Del Johnson, department head, became head of Administrative & Research Computing.

INFORMATION TECHNOLOGY SERVICES RECORDS
Established in December 1999, Information Technology Services (ITS) is responsible for E-mail Service, Networking Services, Computer Technology Support Help Desk, Student Computer Services, Computer Support Specialists, Technical Operations, Database Technology Services, Technical Support Services, Student Technology Fellows Program, and Web Technology Services.

The mission of Information Technology Services is to provide the highest quality service to faculty, staff and the students of South Dakota State University with facilities and services that offer them the ability to gain experience required to succeed academically in today's technological society. Information Technology Services is comprised of staff with the skill, initiative, discipline and creativity to manage themselves and to play key roles in the efficient, smooth operation of ITS.

The vision statement of Information Technology Services is: Informational Technology Services will be a leader in information technology and computing activities. Here our values guide and inspire; and education and technology enable people to learn, educate and share.

The value statement of ITS is: We value: Personal integrity and commitment to provide responsible, quality services to the South Dakota State University academic community; An environment that allows individuality, teamwork and communication to flourish; The enriching nature of diversity, creativity and innovation; and honesty and leadership in an atmosphere of mutual respect and trust.

CLASSROOM TECHNOLOGIES SERVICES RECORDS
Established in December 1999, Information Technology Services (ITS) is responsible for E-mail Service, Networking Services, Computer Technology Support Help Desk, Student Computer Services, Computer Support Specialists, Technical Operations, Database Technology Services, Technical Support Services, Student Technology Fellows Program, and Web Technology Services.

The mission of Information Technology Services is to provide the highest quality service to faculty, staff and the students of South Dakota State University with facilities and services that offer them the ability to gain experience required to succeed academically in today's technological society. Information Technology Services is comprised of staff with the skill, initiative, discipline and creativity to manage themselves and to play key roles in the efficient, smooth operation of ITS.

The vision statement of Information Technology Services is: Informational Technology Services will be a leader in information technology and computing activities. Here our values guide and inspire; and education and technology enable people to learn, educate and share.

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CONTENTS NOTE

This collection is composed of the records of the Office of Information Technology and includes files from the Computing Services, Vice President's Office, Information Technology Services, and Classroom Technologies Services. Folders may include newsletters, manuals, correspondence, minutes, reports, audio/visual material, and materials related to the Y2K problem.

The Computing Services files are composed of newsletters, manuals, correspondence, and minutes for the several committees and councils including the Computer User's Advisory Council and the Computing Directors Council. Included is a full run of the Computing Services newsletter. This newsletter includes a subject index for each volume year.

Administrative material includes correspondence, reports, Upper Midwest Academic Computing Conference materials, and materials related to the Y2K problem. Also included is material related to the Technology Training Team and the SDSU Student Project.

The classroom technologies material is composed mainly of Student Computing Services manuals. Also included is material related to the Technology Training Team and the SDSU Student Project.

SUBJECT HEADINGS

- South Dakota State University. Division of Technology and Security
- Universities and colleges – Information technology

ACCESS

CONDITIONS GOVERNING ACCESS
This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Researchers conducting extensive research are asked to make an advance appointment to access archival material. Please call or e-mail prior to visiting the collection and indicate as much detail as possible about a particular topic and intended use.

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RIGHTS

CONTAINER LIST

Box	Folder	Description	Date(s)
1	1	About Chief Information Technology Office	2006
1	2	Academic Computer Plan [1 of 2]	1985-1986
1	3	Academic Computer Plan [2 of 2]	1985-1986
1	4	Acceptable Use of Electronic Information and Communication Systems	2006
1	5	Accounting Committee Minutes	1979
1	6	Annual Report	2014-2018
1	7	Audit of Computer Controls	1976-1980
1	8	Bandwidth Analysis	undated
1	9	Basic Guide to Microsoft Mail at SDSU v. 2.0	undated
1	10	Board of Regents Computer Classification Review	2000
1	11	Board of Regents Information Technology Plan	2002
1	12	Board of Regents: Project Implementation Plan	1979
1	13	Briggs Library Expansion	2000, 2003
1	14	Brochures	2002, undated
1	15	Budget	2000
1	16	Budget - Salaries	1999-2008
1	17	Calcomp Plotter Guide	undated
1	18	Campus Network Access Information	1998-1999
1	19	Classroom Technology: Audiocassettes available from Audio-Visual Center	1972
1	20	Classroom Technology: Audio-Visual Center newsletter	1968
1	21	Classroom Technology: Educational Technology Center	2004
1	22	Classroom Technology: Faculty Development Workshop Series	1987-1990
1	23	Classroom Technology: Filmstrips available from Audio-Visual Center	1972
1	24	Classroom Technology: Idea Project	1988-1989
1	25	Classroom Technology: Instructional Media Center annual report	1992
1	26	Classroom Technology: Instructional Media Center newsletter	1992
1	27	Classroom Technology: Open house	1989, undated
1	28	Classroom Technology: Phonograph Records available at Audio-Visual Center	1971 circa
1	29	Classroom Technology: Resources for distance education	2001-2002
1	30	Classroom Technology: SDSU 2000	1998
1	31	Classroom Technology: Services of Audio-Visual Center	1970, 1973
1	32	Classroom Technology: Slide Sets available at Audio-Visual Center	1972

Box	Folder	Description	Date(s)
1	33	Classroom Wireless Access	2007
1	34	College Computer Plans	1987
1	35	Communication policy	2006
1	36	Computer Center Directors Council minutes	1978
1	37	Computer lab hours (flyer)	2001
1	38	Computer Learning Center manual	2003
1	39	Computer punch card	1975
1	40	Computer related purchases	1986-1998
1	41	Computer Support Specialist Assessment	2003
1	42	Computer Support Specialist (CSS) Meetings	2001-2005
1	43	Computer User's Advisory Council	1988
1	44	Computer User's Advisory Council	1989
1	45	Computer User's Advisory Council	1990
1	46	Computer User's Advisory Council	1991
1	48	Computer User's Advisory Council	1992
1	49	Computer User's Advisory Council	1993
1	50	Computing at USD-SDSU-DSU	2006
1	51	Computing Center Handbook	1977
1	52	Computing Center Survey	1990
1	53	Computing Directors Council Minutes	1992
2	1	Computing Directors Council Minutes	1993
2	2	Computing Directors Council Minutes	1994
2	3	Computing Directors Council Minutes	1995
2	4	Computing Directors Council Minutes	1996
2	5	Computing Directors Council Minutes	1997
2	6	Computing Services newsletters	1989-1999
2	7	Consultants	1999, 2002, 2004
2	8	Correspondence and related documents	2002-2008
2	9	Customer Service Training	2003
2	10	Electronic University Consortium	2001, 2004
2	11	E-mail directory	2002
2	12	Ergonomics	undated
2	13	Flexible Work Schedules Policy	1993
2	14	Guidelines for Requirement Notebook Computers	2002
2	15	Help Desk meetings	2006
2	16	Higher Learning Commission - North Central Association Self-Study [1 of 2]	2007-2008
2	17	Higher Learning Commission - North Central Association Self-Study [2 of 2]	2007-2008
2	18	Information Technology budget	2006-2008
2	19	Information Technology Organizational Chart	2007
2	20	Information Technology Review of Academic Plans	2002
2	21	Information Technology Services team structure	2000-2001
2	22	Information Technology Vision Statement	2000-2003
2	23	Inmate crews	2001
2	24	Instructional Design for Millennial Students	2005
2	25	International Student Employment	2003

Box	Folder	Description	Date(s)
2	26	Knowware	2002
2	27	Lead-Forward Strategic Information Technology Planning	2002-2003
2	28	Micro Lab Bids	1993
2	29	Music guide	1987
2	30	Music: an introduction [Computer terminal handling system]	undated
2	31	Network administration	1994-1995
2	32	Northern Plains Biostress computer lab information (Room 107)	1999
2	33	Options for cleaning up your mailbox	2003
2	34	Organizational Units	2005
2	35	Overview of Computer Needs and Plans: a proposal	1982
2	36	Parts and Peachtree	2000
2	37	Plans and Problems of the Computing Center	1977
2	38	Policies and Standards Manual	1983
2	39	Policies and Standards Manual	1992
2	40	Policies and Standards Manual	1994
2	41	Policy Writing Forms (UNSS)	2004
2	42	Promotional flyers and posters	1994-1999
3	1	Research and Data Processing - newsletter	1967-1968
3	2	Residence Halls Internet Connection	1999-2000
3	3	ResNet Activation Process	2003
3	4	Reorganization of Computing Services Unit	2000-2001
3	5	Reorganization of Information Technology Services	2000-2003
3	6	Report and recommendations for computing facilities to support students and staff	1980
3	7	Rural Development Telecommunications Network [RDTN]	1991
3	8	Server Infrastructure	2001
3	9	Seven Year Computing Facilities and Computerized Information Management Plan	1979
3	10	Signs, notices	2000-2001
3	11	Software Supported	1995
3	12	South Dakota Board of Regents - Information Technology Strategy 2005-2010	2005
3	13	Statewide Computer Planning	1986-1988
3	14	Statewide Network Policy	1993
3	15	Strategic Information Technology Plan for a 21st Century Lead-Forward Land-Grant Institution, 2002-2004	2002
3	16	Student Computer Support End-of-year-report	1996
3	17	Student Computing Services Certification Materials	1998
3	18	Student Computing Services Handbook	2002
3	19	Student Computing Services Information	2001 circa
3	20	Student Computing Services Manual	1998-2000
3	21	Student Computing Services Manual	2000
3	22	Student Computing Services Manual	2001
3	23	Student Computing Services Manual	2001-2002
3	24	Student Computing Services Manual	2003-2004
3	25	Student Computing Services Scrapbook	2002
3	26	Student Computing Services Summer Orientation	2001

Box	Folder	Description	Date(s)
3	27	Student Connection newsletter	1993
3	28	Student Data Management System for the University of South Dakota	1978
3	29	Student Mainframe Computer Operations Training Manual	undated
3	30	Student Project Plan and Timeline	2002-2003
3	31	Student Support Training	1993
3	32	Student Technology Fellows Program	2001-2001, 2011
3	33	Student Technology Needs Survey and Satisfaction Assessment	2000-2003
3	34	Student Web Policy Committee	2001-2003
3	35	Summer Orientation	1998
3	36	Support Desk Call Volume for Fall 2004	2005
3	37	System wide Luminis (Porta) Guidline Principles	2000, 2005
3	38	Teaching Research Extension Administrative Support	1989
3	39	Technology Affairs Council [1 of 3]	2002
3	40	Technology Affairs Council [2 of 3]	2002
3	41	Technology Affairs Council [3 of 3]	2002
4	1	Technology Enhanced Classroom Checklist	2004
4	2	Technology Fact Sheet	2002-2006
4	3	Technology Catalyst: Systemwide Collaboration and the Campus Community	2011
4	4	Technology Training Team	2000
4	5	Technology Training Team	2000
4	6	Technology Training Team	2000-2003
4	7	Technology Training Team	2000-2003
4	8	Telecommunications Task Force	1990-1991
4	9	Tentative D2L Course Migration Plan	2007
4	10	Train the Trainer Workbook	undated
4	11	Upper Midwest Academic Computing Conference (UMACC)	2000
4	12	Upper Midwest Academic Computing Conference (UMACC)	2001
4	13	Upper Midwest Academic Computing Conference (UMACC)	2002
4	14	Upper Midwest Academic Computing Conference (UMACC)	2003
4	15	Upper Midwest Academic Computing Conference (UMACC)	2004
4	16	Utilization of Communication Technology, Email, Networks, and Related Resources	1997
4	17	Virus Protection Policy	1994
4	18	WebCT Support HEAT Statistics	2005
4	19	Webmail	2000
4	20	Windows XP Deployment	2002
4	21	Workstation Update newsletter	1990
4	22	Y2K	1997-1999
4	23	Y2K - Miscellaneous	1999
4	24	Y2K - Preparations	1999
4	25	Y2K - Remediation	1999
4	26	Y2K - Remediation Status Report	1999
4	27	Y2K - System Survey for Year 2000 Conversion	1999
5	1	Computing Directors and Information System Council Minutes	1990
5	2	Computing Directors and Information System Council Minutes	1991
5	3	Computing Directors and Information System Council Minutes'	1992

Box	Folder	Description	Date(s)
5	4	Computer Operations Documentation Manual and Operator Training Guide	1990 July
5	5	Computing Facility at SDSU	1978 September
5	6	Computing Services Employee Manual	1993 December
5	7	Computing Services Employee Manual	1999 September
5	8	Computing Services newsletters	1983-1984
5	9	Computing Services newsletters	1984-1985
5	10	Computing Services newsletters	1985-1986
5	11	Computing Services newsletters	1986-1987
5	12	Computing Services newsletters	1987-1988
5	13	Computing Services newsletters	1988-1989
5	14	Computing Services newsletters	1989-1990
5	15	Computing Services newsletters	1990-1991
5	16	Computing Services newsletters	1991-1992
5	17	Computing Services newsletters	1992-1993
5	18	Computing Services newsletters	1993-1994
5	19	Computing Services newsletters	1994-1995
5	20	Computing Services newsletters	1995-1996
5	21	Computing Services newsletters	1996-1997
5	22	Computing Services newsletters	1997-1998
5	23	Computing Services newsletters	1998-1999
5	24	Computing Services newsletters	1999-2000
5	25	Correspondence	1988-1998
5	26	Documentation manual	1979 March
5	27	Faculty Computer Center questionnaire	1990 December
5	28	Five year Plan for Integrating Computer Technology at SDSU	1989
5	29	Five year Plan for Integrating Computer Technology - A Summary	1989
5	30	Higher Education Computer Systems [HECS] Planning g	1989
5	31	Information Technology Plans	1987
5	32	Internet Resources	1989-1992
5	33	Introduction to the Internet	1995
5	34	Job Control Language [JCL] Seminar	undated
5	35	Mainframe Dialup	1995 October
5	36	Married Student Housing Internet Access	1999
5	37	Micro Lab Bids	1991