occasional downtime
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Make Scholarly Communication in the CCDL Part of Your Practice

A digital library is a set of services for storing and making available digital research materials created by an institution and its community. Using the open access model for supporting scholarly communication, digital libraries make it convenient and easier for researchers to locate, collaborate and share the results of research more timely through unrestricted online availability.[1] The Claremont Colleges Digital Library (CCDL) is just such a set of services that supports digital collections that capture and preserve the intellectual output of the Claremont Colleges. Defined as the original research record and the data that supports the results and conclusions of such research, intellectual output is better known as scholarly communication.

Several coinciding factors have evolved and combined to create new expectations in the academic community for the production, distribution and interchange of scholarly communications:

- "Technological change in the form of digital publishing technologies and ubiquitous networking has driven the demand for broader access to research and for more robust digital presentation.
- Significant increases in the overall volume of research, especially in the sciences, has strained the capacity of the print publishing model and exacerbated user dissatisfaction with the latency inherent in print publication.
- Increasing dissatisfaction, especially on the part of librarians with traditional print and electronic journal price and market models; models that have become less relevant and more difficult to sustain in a period of rapidly escalating prices and relatively flat library budgets.
- Increasing uncertainty over who will handle the preservation archiving of digital scholarly research material."[2]

Considering these new expectations, the CCDL seeks to enhance the impact of the Claremont Colleges' research by providing open access to the colleges' collective intellectual output. Clear advantages of publishing in the CCDL include ease of access by a larger audience, enhanced searching within and across texts, opportunity to make use of hyperlinks and other emerging technologies and more rapid publication even when peer reviewed. Authors publishing their intellectual output in both print journals and the CCDL benefit by enhanced professional visibility driven by both broader dissemination and increased use. As evidenced in a recent study from the Center for Studies in Higher Education at the University of California, Berkeley, faculty interviewees reported that their "work is accessed far more often on the website than in the published print journal,"[3] evidenced by increased citation and recognition.

Additionally, intellectual output published in the CCDL serves as a meaningful and tangible indicator of the colleges' academic productivity and quality, thus increasing its visibility, prestige and public value. Benefits of this type often translate to increased funding that derives partially from colleges' status and reputation.

(Continued on page 6)

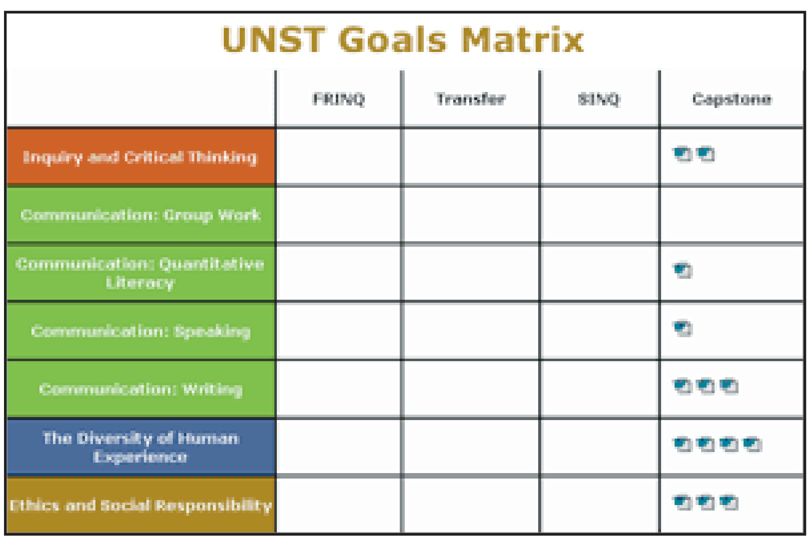
An Overview of the Open Source Portfolio

IN THIS ISSUE

Occasional Downtime is composed on a Macintosh G5 computer using InDesign CS. The primary typefaces used are Times and Optima. We wish to thank Sally Rich Arroyo of the HMC Office of College Relations for all her help.

On November 1st the Intercollegiate Academic Computing Committee (IACC) hosted a visitor from Portland State University. Wende Morgaine has been the Chief Portfolio Architect in the adoption of Sakai and the Open Source Portfolio at Portland State University. She was invited to The Claremont Colleges to talk to faculty and staff about the uses of electronic portfolios in general, and, more specifically, on the implementation of the OSP (Open Source Portfolio) tools in the Sakai Collaborative Learning Environment (CLE).

Portland State University has been using portfolios for the past 13 years in their University Studies program, an interdisciplinary general education program that is required for graduation. One of the requirements of the University Studies program is for students to create a portfolio to demonstrate progress towards the four goals of the program. Goals include inquiry and critical thinking, communication, the diversity of human experience, and ethics and social responsibility. The portfolios are used both to evaluate student learning and for program assessment. Each year students submit work to their electronic portfolios by using a matrix representing the goals and subgoals. The portfolios are then graded as part of their course work. Once a year, between the spring and summer quarters, a random sample of portfolios from each University Studies course is evaluated by a group of faculty for the purposes of program assessment. If you're interested in the University Studies program at Portland State you can find out more by visiting their web site at http://www.pdx.edu/unst/.



Before Portland State began using Sakai and OSP, the portfolios were created in the form of web pages. Students were taught how to create the portfolio web pages during their year-long Freshman Inquiry course. Portland State University is a very diverse campus, with a large number of transfer students. One problem with this approach was that transfer students who did not take the Freshman Inquiry course were left at a disadvantage when creating web pages for their portfolio.

In 2005 Portland State began several pilot programs in the implementation of the Sakai CLE with the Open Source Portfolio tools. In addition to the Matrix tool, students store their work in the Sakai Resources tool and can then use the OSP Presentation tool to create presentations using the work submitted to their portfolio. The Presentation tool is very flexible so that a variety of different types of presentations can be created. Portland State worked with a consulting company to create a presentation template that is very similar to the web pages that they used previously. Once students create a presentation, they can choose to share that presentation with the members of the site, with other Sakai users, and even with external users. External users are emailed a unique URL and do not have to login to the Sakai server in order to view it.

One of the most important features of the OSP portfolio tools is that the tools provide a mechanism for students to reflect on their work, as well as for reviewers to comment on the students' work. Reflecting on their work over the course of their studies allows students to get a broader view of their education and learning.

In addition to being used in the assessment of student learning and in program assessment, portfolios are also being used in program accreditation, career services, and faculty tenure and promotion.

At The Claremont Colleges we are just beginning the process of implementing electronic portfolios. While the OSP tools have been installed on the Sakai server, the process of implementing portfolios involves much more than simply learning how to use the tools. The successful use of portfolios depends on a well-orchestrated planning process to determine the goals and reflection questions that will be used. Starting with a small pilot program is also recommended. Much like in database design, it is difficult to change a portfolio once you have begun collecting data.

For more information about OSP and eportfolios please contact Elizabeth Hodas at Elizabeth_Hodas@hmc.edu or by phoning extension 7-4583. ▮

Editor's Notes

It's been a busy semester for CIS as we move forward with the implementation of Zimbra at HMC and with the expansion of the use of Sakai to all of The Claremont Colleges.

The Sakai project has been extraordinarily successful with an average of 550 HMC users logging in five times each week (and 1500 users across Claremont). We'll be busy over winter break installing and testing the new version of Sakai. You can read more about Sakai 2.3 in this month's article "*Sakai Gets Upgraded*." We also have an article about Wende Morgaine's visit to The Claremont Colleges to talk about electronic portfolios and the Open Source Portfolio.

The Zimbra server was recently upgraded to version 4.0 so we have a special *Tricks&Tips* section with instructions on using some of the new sharing features.

In addition to these articles we have special articles by Pat Vince and Robin Ashby. Pat Vince is the new Digital Initiatives Librarian at the Libraries and has contributed an article about the new Claremont Colleges Digital Library. Robin Ashby has contributed an article about recent upgrades and future plans for VEMS on campus.

—*Elizabeth Hodas*

Occasional Downtime is published three times a year by the Computing and Information Services Department at Harvey Mudd College. It is also available in PDF format on the HMC CIS web site at http://www.hmc.edu/cis/doc/occ-down/. Comments and questions can be directed to downtime@hmc.edu.

Sakai Gets Upgraded

Over the winter break we will be upgrading the Claremont Colleges Sakai server to the latest version, Sakai version 2.3. Version 2.3 was released on November 3rd and the Sakai Implementation Team has been conducting internal testing on a test server before we upgrade the production server.

Version 2.3 includes a number of significant bug fixes, new features to existing tools, and even a few new tools. Enhancements to existing tools include:

- Assignments: ability to link to previously-created gradebook items
- Gradebook: now includes selective release and import
- Message Center: now includes the option of a threaded view
- Resources: now includes timed release and custom ordering of Resource items
- Roster: uses a new API to manage privacy
- Wiki: now includes commenting and RSS notifications

The Tests & Quizzes tool probably incorporates the most bug fixes and new features. Instructors can now attach any type of file to a question. The tool has been modified to allow instructors to bulk download files that have been uploaded by students. Instructors now have access to filtered views for grading that provide options to display full view or an abbreviated view of short answers or rationales. The tool also has features that allow instructors to more easily search for students, as well as a new question type called numeric response.

Two tools have been upgraded from provisional status and are now included as standard "bundled" tools: Wiki and Calendar Summary. Both tools were available during the fall. The Wiki tool has been a particularly popular tool with faculty who tried it. The Calendar Summary tool can be placed on the Home page of My Workspace or other course/project sites and presents a visual monthly view of scheduled events. If placed on My Workspace sites, it aggregates the schedule events of all published sites the user is a member of. If placed on course/project sites, it presents only events of that site.

There are also three new provisional tools:

- Blog: for collaborative blogging among members of a particular site.
- Linktool: for calling external applications in Sakai (e.g. those written in PHP).
- Podcasts: a podcasting tool which takes advantage of the Resources tool for storage, but displays podcasts in a user friendly way and provides an RSS feed for access through one's favorite podcatcher.

The final set of tools available for the spring semester will depend on the results of testing by the Sakai Implementation Team, as well as input from the faculty survey conducted in November. We plan on offering a number of workshops about Sakai in early January. Both introductory workshops on Sakai as well as workshops that focus on the new features of version 2.3 are planned. For more information about Sakai please contact Elizabeth Hodas at Elizabeth_Hodas@hmc.edu or by calling extension 7-4583. ▮

VEMS on Campus

A new semester will be starting soon and many of you need rooms for meetings, lunches, dinners, and events. Space around campus is quickly being reserved!

Back in February of 2006, VEMS (Virtual Event Management System) underwent some changes and updates which helped to make requesting space on campus easier and more efficient.

One of the biggest changes is a more "real-time" approach to reserving rooms. This means that the very second that you submit a "request" for space it can no longer be requested or reserved by anyone else. Your request will still get reviewed and processed as usual, and you will still be sent a confirmation once it has been officially approved. However, in the meantime you will have the reassurance of knowing that you are the only one "holding" that space.

If you have never requested space, or haven't done so since the system was updated back in February '06, in order to get started you will need to begin by "Creating an Account." If you have forgotten your password and need to reset it, please feel free to contact Facilities & Maintenance at x73611 for any assistance. The VEMS website is located at: http://emsweb.claremont.edu/hmc/.

FUTURE PLANS FOR VEMS

In addition to the various meeting rooms, outdoor areas, and classrooms that are able to be reserved via VEMS, there are other rooms around campus that can be reserved thru various departments. The goal for Spring Semester is to add the majority of those department rooms to VEMS, for these main reasons:

▼ To provide convenience and continuity to the campus-wide community by having one room reservation system.

▼ Eliminate booking conflicts resulting from rooms reserved for academic classes and additional events in rooms that in the past had not been managed on EMS.

OTHER VEMS TIPS

▼ If you are "searching" for space and the room you're looking for doesn't appear as a result, it is most likely because it is not available for the date/time you've selected. You can verify this by "Browsing" for events.

▼ The system requires you to give enough advanced notice for a reservation, therefore if you try to reserve something 2-3 days from now, you may get a message in red that reads the following: "Date violates your first allowed date or time for the room." If this is the case, please send an email to events@hmc.edu with the details of your request, and it will be processed as soon as possible.

▼ You may only reserve space 6 months in advance. Anything further out than that, such as special campus events, will have to go directly thru F&M.

▼ If you want to reserve a particular space that you don't see as an option on VEMS, call F&M for assistance.

If you should have any questions at all about VEMS, requesting space, availability of rooms, etc., please do not hesitate to contact Isabel Gallegos in Facilities & Maintenance at x73611. ▮

By: Robin Ashby
Facilities & Maintenance
HMC

CCDL continued from page 1

Currently the CCDL has several scholarly communication collections: Performance Practice and Review publication, Peter F. Drucker Archives, CODEE publication, Rose Institute Political Papers and Archives, and the Symposium for Applied Psychology. If you would like more information on creating a collection in the CCDL, contact Pat Vince at 627-0496 or pat.vince@libraries.claremont.edu. ∎

By: Pat Vince
Digital Initiatives Librarian
The Libraries of the Claremont Colleges

Footnotes
[1] Rankin, John. Institutional Repositories for the Research Sector Feasibility Study. National Library of New Zealand. July 27, 2005.
[2] Crow, Raym. The Case for Institutional Repositories: A SPARC Position Paper. The Scholarly Publishing & Academic Resources Coalition. 2002 Release 1.0.
[3] Harley, Diane et al. The Influence of Academic Values on Scholarly Publication and Communication Practices. September 2006.

Grab It with RefGrab-It!

Do you use RefWorks? Want to make it even easier to import bibliographic references into your databases? RefWorks has just released a new tool that grabs bibliographic data from web pages that you can then import into RefWorks. RefGrab-It will automatically create a bibliographic reference for web pages that you want to cite. But, more importantly, it will search various web resources for additional information based on information it finds in the web page. For example, if you're browsing a library database that does not support direct import into RefWorks, RefGrab-It can use the ISBN number found on the page to search the web to create the bibliographic citation that can be imported into RefWorks.

Installing and using RefGrab-It is as easy as creating a bookmark in your web browser. To install RefGrab-It first login to your RefWorks account. Select Tools/RefGrab-It from the RefWorks menu. Drag the RefGrab-It link from the web page into your web browser's toolbar or add it to your list of bookmarks. RefGrab-It is compatible with Internet Explorer and Mozilla Firefox in Windows and with Safari and Firefox on the Macintosh. To use RefGrab-It simply click the RefGrab-It bookmark in your toolbar once you are on a web page that contains information that you want to cite. A RefWorks temporary results page will pop up. This page shows you the information gathered from the web page by RefGrab-It. You can click on the Import button to import this information into RefWorks. In some cases you'll also see a link that says "A more complete version of this reference may be available. Show me this reference." You can click on this link and then click the Import button to import the reference into RefWorks.

Never used RefWorks? RefWorks is an easy-to-use bibliographic reference manager that is completely web-based. HMC is part of a Claremont-wide site license for RefWorks so it can be used by all students, faculty, and staff. Creating an account is as easy as visiting https://www.refworks.com/Refworks/newuser.asp. The web site uses IP addresses to determine access to the site so if you are off-campus you will need to use the VPN (Virtual Private Network) in order to access the site. RefWorks has extensive online help available as well as online tutorials. The Libraries also offer workshops on RefWorks throughout the year. ∎

CREATING A NEW ADDRESS BOOK

The ability to create multiple Address Books is a new feature of Zimbra 4.0. To create a new Address Book, first go to the Address Book tool (formerly called Contacts) and right-click (Windows) or Option-click (Macintosh) on the words "Address Books" above your list of contacts. Select "New Address Book" from the pop-up menu. Give your new Address Book a name and select a color for it if you wish. Click OK and the new Address Book will appear in your list of Address Books. You can move contacts from one Address Book to another by using the Transfer button or by clicking and dragging contacts from one Address Book to another.

SHARING AN ADDRESS BOOK

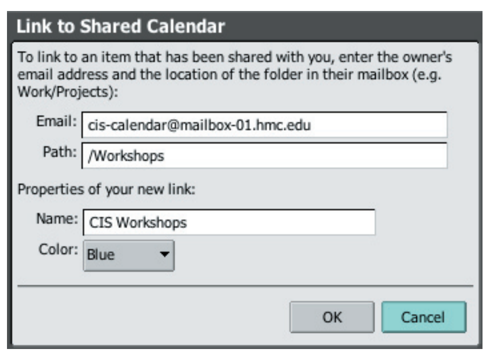
Sharing Address Books is another new feature of Zimbra 4.0. To share an Address Book, right-click (Windows) or Option-click (Macintosh) on the name of the Address Book you would like to share. Select "Share Address Book" from the pop-up menu. You can share with individual users by simply typing the Zimbra address of the user you would like to share with. This is very similar to the process used to share calendars with other Zimbra users. You can assign the user either Viewer or Manager access. Zimbra will then send an email message to the user you shared with. They can accept the share and the Address Book will appear in their list of Address Books.

SHARING WITH EXTERNAL USERS

The new version of the Zimbra server also allows you to share your Address Books and Calendars with outside guests by providing their email address and by specifying a password for them. The Zimbra server will then email the user their login information along with a URL they can use. This feature is very "cutting-edge." It is based on open standards for calendar and contact clients, but at this point the only application that we have found that is compatible is Apple's iCal.app. With iCal an external user can subscribe to a calendar that has been shared by a Zimbra user. Another standards-based application called Lightning (which is based on another Mozilla application called Sunbird) is available from the Mozilla foundation, but it is still in beta testing. Other clients may also be available for Linux desktop users.

PUBLIC SHARING

You can also make an Address Book or Calendar publicly available to internal Zimbra users. To make an Address Book or Calendar public, right-click (Windows) or Option-click (Macintosh) on the name of the Address Book or Calendar. Click the "Public" radio button and then click OK. Other Zimbra users can then view your public Address Book or Calendar by using a new command called "Link to Shared Address Book" or "Link to Shared Calendar."



For example, we recently created a public Zimbra calendar for CIS workshops. To view this calendar right-click (Windows) or Option-click (Macintosh) on the word "Calendars" above your list of calendars and select "Link to Shared Calendar." Type "cis-calendar@mailbox-01.hmc.edu" in the "Email:" field and "/Workshops" in the "Path:" field. Give your calendar a name and color and click OK. The calendar will appear in your list of calendars. Note that a public calendar can only be shared as a read-only calendar. ∎

QUESTIONS *and* ANSWERS

Q: How do I create a distribution list using the Zimbra web interface?

A: The next version of the Zimbra server (version 4.5), which is due for release by the end of January 2007, will support the creation of distribution lists. The current version does not have a distinct way to create distribution lists, however. You can get around this limitation by creating a regular new contact and adding all of the email addresses in your list in the first "Email" field. The email addresses should be separated by a comma and a space. You can put the name of your list in the "Last Name" field. Click the "Save" button to save your list. You can send email to your list by typing the name of the list in the "To:" or "CC:" field of your message.

Q: How do I know who I have shared a Calendar or Address Book with?

A: You can right-click (Windows) or Option-click (Macintosh) on the name of the Address Book or Calendar and select the "Edit Properties" command. The "Edit Properties" dialog box will show you the list of users that you have shared with. You can also resend the share message to an individual user from this dialog box, or revoke or change the share. You can also use this dialog box to add additional shares.

Q: Occasionally I receive a message in the Zimbra web interface and I can't see the body of the message.

A: Not being able to see the body of a message usually means that the message is not quite standards-compliant. If this happens try right-clicking (control-clicking on the Macintosh) on the message in the mailbox list and select "Show Original."

Q: Sometimes the Zimbra web client will show that I have messages in my Inbox, but I don't see them.

A: Zimbra will update the email list automatically, using the time frame you select ("Options/Mail/Polling interval"). It also sometimes updates them automatically when you do something (e.g., you read a message). Zimbra will update the number of messages more frequently so you know that they are there. You can see those new messages by either clicking the "Get Mail" button or clicking on the mailbox itself.

Q: How do I sort by the "From:" field in the Zimbra web interface?

A: If you want to sort by the "From:" field you'll need to be in Message view. You cannot sort by the "From:" field in Conversation view because Zimbra groups together all the messages in a particular thread so that multiple senders are represented in the "From:" field. Once you're in Message view you can click on the From column header to sort by the "From:" field. Click on the Received column header to return to sorting chronologically. If you want to switch to Message view permanently you'll need to change your default view by going to "Options/Mail/Group mail by." ∎