TO: The President and the Provost   December 21, 1984

FROM: Computers at Evergreen DTF

SUBJECT: Executive Summary of Final Report

An Introductory Note

This summary outlines the recommendations made by the Computers at Evergreen
DTF. It contains excerpts from the full report. The relative brevity of this
extract allows readers to get a sense of the range of proposals made by the DTF.
It does not provide a complete description of each recommendation nor convey the
context in which they were developed. Please refer to the full report for
complete discussions of the recommendations.

RECOMMENDATIONS SUMMARIZED

The Goal: An Electronic Campus with Limits

It is the conclusion of the Computers at Evergreen DTF that a campus on which
computers are widely available for communication, teaching, study, research
and information management, including electronic mail, transfer of text, and
access to common data bases, would contribute substantially to the goals of the
College, and that over the next five years every effort should be made to expand
the use of computers on campus where their introduction will enhance the quality
of life and study at Evergreen.

A Computer Bill of Rights

The introduction of computers into any environment brings risks. The DTF
recommends adoption of a Computer Bill of Rights to protect all members of
campus from certain known and identifiable risks. The models for this Bill of
Rights include not only the Constitution but a long series of laws and court
decisions which speak to issues of privacy, freedom of information, and open
disclosure. The President of the College is charged with primary responsibility
for ensuring the integrity of this statement. Please refer to the full report
for the Bill of Rights statement.

A Computer Policy Committee

The proposal for a Computer Policy Committee, with its adjunct Academic and
Administrative users groups, was the most widely supported proposal in the
hearings conducted by the DTF in May and June of this year. There is strong
support for clarified and more representative procedures for computer decision-
making. The DTF recommends that the President constitute a Computer Policy
Committee which shall be advisory to the Director of Computer Services, the
President, and the two vice-presidents on quarterly, annual, and biennial
planning as well as on longer-range policy issues. It shall be the respon-
sibility of the committee to review and provide counsel to the Director of
Computer Services on budgetary issues and to resolve conflicts between the needs
of academic and administrative computing when they arise.

An Academic Computer Users Group

Just as there are needs for regularized procedures to set long-range policy
issues, there is an almost day-to-day need for interaction between Academic Com-

puting and the faculty using the resources of academic computing. Better procedures could improve utilization for all. The DTF recommends constitution of an Academic Computer Users Group for that purpose. Chaired by the Director of Computer Services, the group should include the Coordinator of Academic Computing and the manager of Technical Services, plus all faculty teaching or planning to teach with computing resources or otherwise concerned about setting of priorities for academic computing.

An Administrative Computer Users Group

To assure that staff from administrative areas have equal access to the decision-making process for administrative computing and to assuage anxieties about the process of computerization, the DTF recommends establishment of an Administrative Computer Users Group. Please refer to the full report for a listing of this group's membership.

Academic Area/Computer Services Coordination

The DTF believes that the relationship of Computer Services to the academic area requires consideration in addition to that provided by the Academic Computer Users Group. As demands on computing resources increase, the need for good coordination between these two units becomes critical. The DTF recommends that the Director of Computer Services become a regular member of the Deans Group and that specific procedures be adopted to ensure that planned uses of academic computing by faculty come to the attention of Computer Services and computer resources be effectively organized and budgeted to respond to those needs.

Administrative Organization: An Item for Further Discussion

The DTF made significant efforts to respond to decision-making concerns, but in the discussion of DTF recommendations, members raised questions about the administrative structure and reporting lines which affect decision-making about computers. Both faculty and staff members of the DTF expressed concern about the fact that there was no single person on either side of Computer Services in overall charge of either side and that the Director of Computer Services reported to only one side of the College. It may be that the College has outgrown its current design for computer decision-making. The current organization seems designed to meet the needs of a rather small computing enterprise substantially isolated from the college as a whole. It may not be the appropriate design for computer decision-making in higher education for the future. The DTF did not propose a reorganization of the College's reporting lines, but without reorganization, the Policy Committee's reporting simultaneously to the Director of Computer Services, the President, and the two Vice-Presidents seems at best a stop-gap solution. Reorganization remains a subject for attention at the presidential and vice-presidential levels.

A Center for the Study of Technology and Human Values

The DTF recognizes that concerns about computerization are not just administrative problems to be managed. The issues of computerization are the legitimate subject of academic study. If the College adopts the recommendations of this DTF, the institution will become a case study in computerization. The DTF

recommends establishment of a Center for the Study of Technology and Human Values as part of the College's curriculum in the same way as the existing Centers for Community Development and Language and Culture.

An Electronic Campus: An Implementation Plan

The DTF recommends that the President immediately charge the Director of Computer Services to lay the foundation for an "electronic campus" as proposed in Part II of the full report by appointing a Technical Committee to recommend hardware and software standards for all future purchases of computers, computer equipment, and related needs. In making its recommendations, this committee must balance the long-range goals of campus-wide electronic mail, text transfer, and access to data bases against the shorter-range demands of various campus units as reflected in the biennial budget request, the Goals and Objectives of Computer Services, and the DTF report. It is the intention of the DTF that the Technical Committee's report be submitted to the Director of Computer Services for review first by the Policy Committee and subsequently by the President and Vice-Presidents.

Word Processing and Transcript Preparation

Both the student survey and the faculty/staff interviews demonstrated that word processing is the number one campus desire. Although the DTF is aware of the trade-offs that would be necessary in any wholesale commitment to word processing and tempers its proposal in recognition of other campus needs, on the whole the DTF concurs with and supports word processing as its number one priority.

While many offices on campus have claim to the greatest need for word processing, it is the consensus of the DTF that program secretaries should be the first priority for systematic implementation. Written evaluations of student work, both by faculty and by students themselves, are at the heart of the educational enterprise at Evergreen. Program secretaries are at the heart-- and may be the heart-- of the system's implementation.

The DTF makes the following recommendations:

1.) The College should provide word processing capability to program secretaries as soon as possible.
2.) The College should do everything possible to facilitate faculty obtaining microcomputers for their personal/professional use.
3.) The College should move as rapidly as possible to establish an Information Processing Center for Students.
4.) Where appropriate to the requirements of their job, the College should encourage staff purchase of microcomputers by the same methods and according to the same criteria as it encourages purchase by faculty.

Data Base and Inventory

The College has begun construction of a significant data base and inventory system. The Goals and Objectives of the Administrative Computing area spell out

be considered of benefit to the College. All employees should have the opportunity to attend, and the classes should require no more than two to three hours per week.

The Training Requirement

Using computers requires training and training requires either staff support or money. The DTF implores all budget unit heads from the President on to recognize and include this consideration in their planning. The College cannot assume that expanded computing facilities ends with the purchase of equipment. Not only staff, but more and more faculty are also eager for training in computer use. The College should respond to this interest.

Funding for Institutional Projects

There is a need for funding general computer systems for the institution as a whole separate from the personal and professional needs of students, staff, and faculty. For general systems, there appear to be three sources of funds: the State, foundations, and computer companies. The DTF recommends that each be pursued aggressively over the next five years to implement the five-year plan.

Funding for Private Purchase of Computers

If the College is to have a significant increase in computing and improve the working and learning lives of its constituents, there must be improved opportunities for personal as well as institutional purchase of computers. It is in the interest of the College to encourage and support these purchases. Bulk purchase contracts with designated manufacturers are the most obvious route to an enhanced capacity of students to purchase microcomputers. This is also the starting point for encouraging faculty and staff purchase of computers.

Recognizing that it is unlikely the College will be able to pay all or a part of the private purchase cost of a computer, a loan program seems the most likely second stage after bulk purchase contracts. The DTF recommends that the Vice-President for Business, in cooperation with the Director of Development, pursue development of a low interest loan program for faculty and staff purchase of microcomputers as soon as possible.

A Northwest Center in Computer Studies for the Visually Impaired

While the costs of this project would be considerable and would require stable funding over the long-term, the DTF recommends that the Director of College Relations, in cooperation with the Director of Computer Services, pursue the proposal in two stages: (1) The College should seek foundation support for establishment in the next biennium of a pilot project for a Northwest Center in Computer Studies for the Visually Impaired at Evergreen. (2) On the basis of the success of the pilot project, the College should then seek state support for continuation of the program in the 1987-89 biennium.

Affirmative Action for Underrepresented Groups

The DTF recommends that the College develop an affirmative action program for computing targeted at underrepresented groups. This program, which may take place in conjunction with the general education program, should introduce and demystify computers and computing, call upon faculty to encourage an exploration of computers among students from underrepresented groups, encourage Computer Services to continue its efforts to hire women and people of color, and emphasize the work of women and people of color in mathematics, the natural sciences, and computing.

Off-Campus Programs: Tacoma and Vancouver

The DTF proposes that the College acknowledge a commitment to allocate sufficient funds to provide as nearly as possible equal educational opportunities in computing on the Tacoma and Vancouver campuses as on the Olympia campus where appropriate to the academic program. Refer to the full report for a list of the computing resources the DTF proposes be made available to each off-campus program.

Computers and the Library

The fundamental message to understand about the Library is that it is now automating. For all the importance of the Library in computerization on campus, its changes have been taking place in substantial isolation as far as the rest of the College is concerned. The DTF recommends that the Library become an important part of the decision-making process and be represented in groups making decisions about computers. The DTF strongly recommends that the Director of Computer Services and the Dean of Library Services make significant new efforts to coordinate not only their purchases of equipment but also their means of delivering services. Benefits to be gained include possible reductions in cost and improved services to the entire college community.

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Please refer to the full report for the DTF's Proposed Implementation Schedule for the preceding recommendations, the full recommendations, background on the origins and operations of the DTF, and summaries of the Student Surveys and the Faculty/Staff Interviews.