

PURPOSE

The purpose is to document the criteria and procedure for assigning new email accounts to predefined email distribution groups and to document the procedure for requesting the creation or deletion of an email distribution group.

OVERVIEW

The assignment of a new email account to a predefined email distribution group, or set of groups, is directly related to the job classification of the account user. For example, all newly created email accounts for Part-Time Faculty personnel initially get assigned to the same set of email distribution groups. And all newly created email accounts for Classified personnel initially get assigned to the same set of email distribution groups, etc.

THE JOB TYPES

By convention, the currently defined job types and the pre-defined email distribution groups to which they will be initially assigned when they are newly created are as follows.

JOB CLASSIFICATION = Administrator

Email Distribution Group(s): All Staff, Administrators, Supervisors

JOB CLASSIFICATION = Classified

Email Distribution Group(s): All Staff, Classified Staff

JOB CLASSIFICATION = Full-Time Faculty

Email Distribution Group(s): All Staff, Faculty – Full Time

JOB CLASSIFICATION = Part-Time Faculty

Email Distribution Group(s): All Staff, Faculty – Part Time

EXCEPTIONS

There are a few exceptions submitted to Information Technology Staff. Requests for being added to a non-conventional email distribution group will be reviewed on a case-by-case basis, and some form of justification may be required if after some investigation there appears to be no logical reason for inclusion to the requested email distribution group.

AFTER INITIAL CREATION OF A NEW EMAIL ACCOUNT

The Information Technology (IT) department is responsible for creating and deleting ALL email distribution lists and managing the membership of all campus-wide email

distribution groups. Some departments/organizations within the College of DuPage have employees with the privileges and authority to manage the membership of existing email accounts for non-campus-wide email distribution groups for their department/organization. For example, Liberal Arts personnel manage several Liberal Arts email distribution groups (e.g., the “L Arts FT Faculty” email distribution group), and Library personnel manage the “Library Reference Group” and “Library Staff” email distribution groups. See Appendix A for a full list of COD email distribution groups and the names of the COD employees who manage each one respectively.

REQUESTING A NEW EMAIL DISTRIBUTION GROUP

College of DuPage employees wishing to create or delete an email distribution group must do the following:

- Contact the IT Helpdesk (x4357) to make the request
- If a create request, identify one or more employees who will be responsible for maintaining the membership of the email distribution group
- Provide the name of an authorizing manager for the creation or deletion

SUMMARY

The assignment of a new email account to a predefined email distribution group, or set of groups, is directly related to the job classification of the account user. This document defines the criteria and procedure for assigning new email accounts to predefined email distribution groups, and how to request the creation or deletion of an email distribution group.

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Chief Security Officer, IT

APPENDIX A

GROUP NAME	EMAIL ADDRESS @cdnet.cod.edu	MANAGED BY
Bookstore Central Stores	centralstores	vacant
Bookstore Manager	bookstore	vacant
Humanities	Humanities	Cathie Walker
BPI Staff	bpistaff	Kristine Fay
Nat & Appl Sci Fac & Staff	natural	Karen Owens
Business & Technology Coordinators	buscoord	Betty Willig
Business & Technology FT Faculty	busfaculty	Betty Willig
CI Facilitators	facilitators	Karen Troller
Communications	Communication	Cathie Walker
L Arts PT Faculty	laptfaculty	Deborah A. Secara
Continuing Education Staff	ContinuingEducation2	Marianne Myrick
Decision Analyzer Users	decision	Pat Kovach
Fine & Applied Arts	Finearts	Cathie Walker
FTAC Members	ftaclist	Jeff Petschow
Health Sciences FT Faculty	HealthSciencesFTFaculty	Laura E. Jakubowski
IT Staff (all)	ITStaff	Jeff Petschow
ITAC	itac2	Jeff Petschow
L Arts FT Faculty	laftfaculty	Deborah A. Secara
Library Staff	Librarystaff	Joanne Hill
Leadership Council	leadership	Jeff Petschow
Library Reference Group	reference	Joanne Hill
Marketing Council	marketing	Jeff Petschow
~Administrators	Administrators	Susan E. Benton
Nat & Appl Sci Fac	natfaculty	Karen Owens
Planning Council	planning	Chris Picard
Business & Technology Division	busdivision	Betty Willig
Social & Behavioral Sciences FT Faculty	Social&BehavioralSciencesFTFaculty	Laura E. Jakubowski
Benefited Classified	BenefitedClass	Susan E. Benton
Benefited Employees	Benefited	Susan E. Benton
Facility Advisory Committee	FacilityAdvisoryCommittee	Teresa A. Hoffman
Recycling	Recycling	Jeff Petschow
CTAC	ctac2	Jeff Petschow

GROUP NAME	EMAIL ADDRESS @cdnet.cod.edu	MANAGED BY
Health Social & Behav. – All F-T Fac_Adm_cls	HealthSocial&Behav.-AllF- TFac_Adm_cls	Laura E. Jakubowski
Health Sciences – Faculty Only	HealthSciences-FacultyOnly	Laura E. Jakubowski
Social Sciences – Faculty Only	SocialSciences-FacultyOnly	Laura E. Jakubowski
Behavioral Sciences – Faculty Only	BehavioralSciences-FacultyOnly	Laura E. Jakubowski
SalesCalls	SalesCalls	Mary Lou Emami
Health Sciences – All F-T Fac_Adm_cls	HealthSciences.-AllF-TFac_Adm_cls	Laura E. Jakubowski
Social Sciences – All F-T Fac_Adm_cls	SocialSciences.-AllF-TFac_Adm_cls	Laura E. Jakubowski
Behavioral Sciences – All F-T Fac_Adm_cls	BehavioralSciences.-AllF- TFac_Adm_cls	Laura E. Jakubowski
AMS Users	AMSusers	Pat Kovach
Anlon	anlon	Cathy Rathke
~Classified Staff	Classified	Jeff Petschow
~Faculty – Full Time	FTFaculty	Susan E. Benton
Business & Technology – Business Subdivision	Business&Technology– BusinessSubdivision	Betty Willig
Business & Technology – CWD Subdivision	Business&Technology– CWDSubdivision	Betty Willig
Business & Technology – Technology Subdivision	Business&Technology– TechnologySubdivision	Betty Willig
English FT Faculty	EnglishFTFaculty	Paula Burns
Surveys CD	surveyscd	Carol Flowers
Surveys AC	surveysac	Heidemarie Wing
~Board of Trustees	Board	Jeff Petschow
Surveys AD	surveysad	Teresa A. Hoffman
Surveys IT	surveysit	Louise Tannura
~Faculty – Part Time	PTFaculty	Jeff Petschow
~All Staff	allstaff	Jeff Petschow
Surveys SA	surveyssa	Bonnie Y. Shalin
~Official Communication	Communications	Jeff Petschow
~Student Organizations	StudentOrganizations	Meri Phillips
CPA Executive Board	CPAExecutiveBoard	Jeff Petschow
L Arts FT Faculty & Staff	laftfac&staff	Deborah A. Secara
Copy Services – Color	copycolor	Laura J. Galto
ATAC	atac	Jeff Petschow
Network Services	ns	Jeff Petschow
~Supervisors	Supervisors	Jeff Petschow

GROUP NAME	EMAIL ADDRESS @cdnet.cod.edu	MANAGED BY
Sigma	Sigma	Jeff Petschow
Hostmaster	Hostmaster	Jeff Petschow
SysOps	sysops	Jeff Cowdery
ASCE	asce2	Laura Jakubowski
Postal Services – Automation	postal	Laura J. Galto
Copy Services – West Campus	CopyServicesW	Laura J. Galto
Distribution List Owners	DistributionListOwners	Jeff Petschow