Oberlin Faculty Women Start a New Commencement Ritual

“‘A playful honoring of the tradition’ is what Sandy Zagarell, professor of English, calls the wearing of unusual hats by several faculty women at commencement. The practice started in 1988 when Zagarell invited Associate Professor of Art Pat Matthews to join her by wearing a vintage woman’s hat with her academic gown rather than the traditional mortarboard, and—Independently—Professor of Religion Paula Richman wore a fancy hat of her own. Over the years other faculty women have chosen their own headgear or borrowed from Zagarell’s swelling collection of chapeaux to participate in Oberlin’s growing counter-tradition.

“In 1992 I had to make an emergency trip to Jamie’s Flea Market to expand my collection so that people could have more choices,” says Zagarell. So far Oberlin women who have donned the bonnets include Associate Professor of Spanish Anna Cara, Associate Professor of Dance Ann Cooper Albert, John Charles Reid Associate Professor of Expository Writing Jan Cooper, Professor of Harpsichord Lisa Crawford, Professor of English Phyllis Gorfain, Professor of History Heather Hogan, Professor of English Kathie Linehan, and Visiting Assistant Professor of History Wendy Kozol. This year Zagarell is hoping for even more participants.

“I invite all women who are marching—faculty and staff—to gather at my house about half an hour before we line up for the procession. You can borrow one of my hats or contribute your own to the day’s selections.”

“I really love this ritual,” says Kozol, a scholar of American cultural history. “Hats are a site for marking cultural identity, and in this case women are using them to distinguish themselves from a male tradition.” Academic robes are medieval, monastic, and masculine; she says, and the women’s hat ritual has “female culture in it.” Choosing the hats at Zagarell’s is “another opportunity for women to interact during the school year.” Kozol notes the mix of collegiality, conveyed by the academic gowns, and distinctiveness, conveyed by the nontraditional hats. “The hats draw attention to the women amid the black robes,” she says, as the women “claim their individuality.”

“It’s a way to show we care about our graduating students,” says Richman. “We’re putting our own style into the ceremony.”

Not to be left out, at least to men—Len Smith and Steve Volk, both associate professors of history—have worn their own hats at commencement.

Volk says he’s still looking for the perfect hat. He’s considering a fedora or an Oxford beret for this year. “Anything will be better than a mortarboard. . . . I greatly commend the women for their sartorial splendor as shown in the millinery division.”

“I’ve worn a baseball hat,” says Smith, “and a French army helmet in ’92 or ’93. Last year I wore the mortarboard, but I bought bubbles. Commencement should be a playful occasion,” he says. “It’s also serious, but [the hats and bubbles] recognize the playfulness of it. In no way do [these gestures] undercut the respect we have for the students and their accomplishment. It’s a touch of exuberance.”

Commencement is Monday. See page 3 for more details about the occasion.

Students Will Help Rebuild Community in South Africa

By Anita Buckmaster ’95

Oberlin’s recent emphasis on community-outreach learning will couple with its historical support for learning abroad next Winter Term when Assistant Professor of Religion A.G. Miller, Associate Professor of Sociology Clavis White, and a group of students travel to South Africa. There they will meet and work with South Africans dedicated to rebuilding their country, devastated by years of racial oppression.

Miller and White want to provide Oberlin students first-hand experience of the economic, political, social, and religious conditions in the emerging new South Africa and to explore ways to establish a more permanent study and exchange system between Oberlin and South African students.

Five to 10 Oberlin students will spend three weeks with scholars and community leaders in South Africa to study the dynamics of rebuilding the country. They will also speak with planners, developers, social service workers, and others who are solving the problems left by the apartheid structure. Service projects—tutoring and helping to build small homes or schools—will put the students in direct contact with the evolving communities. This practical work, says Miller, will bring the students closer to the theories they are studying instead of leaving them on the outside looking in.

The group will travel through Johannes burg and Cape Town and surrounding areas of both cities. They may also visit Port Elizabeth, but travel will be limited by the funds available for the project.

“We would like to see as much of the country as possible,” says Miller. “Getting a sense of the vast agricultural land that has Obies Win Prestigious Fellowships:

This Year It’s Mellons, NSF’s, and the Luce

Senior history major Karen Zitzewitz has received an Andrew W. Mellon Fellowship in Humanistic Studies. She will apply the grant for graduate study at the University of Michigan beginning in the fall. Her field of interest is the history of South Asia. Her senior honors thesis, completed under Associate Professor Michael Fisher, is “The Imperial Mirror: Diversity and Change in the British Ideologies of Rule before Indian Independence, 1942-47.” Zitzewitz has also received a Michigan Regents Fellowship, which covers three years of study at the university ($12,000 yearly stipend plus tuition).

David Siu ‘95 has received a Mellon fellowship, too. He enters Harvard in the fall, continuing his work on the history and political theory of China. Siu was a political major at Oberlin. His honors project—for Associate Professor of Political Science Harlan Wilson—was Difference and Norm: Jurgen Habermas and the

Classes Are Out, But End of Learning Doesn’t Mean End of Labor

It may be the end of the school year, but it’s not the end of activities at Oberlin College. Between now and August much will be going on. To be sure, most College employees use at least some of this time to wrap up loose ends, but a few phone conversations and E-mail messages will keep them busy as they transition into the fall. Field. Her field of interest is the history of South Asia. Her senior honors thesis, completed under Associate Professor Michael Fisher, is “The Imperial Mirror: Diversity and Change in the British Ideologies of Rule before Indian Independence, 1942-47.” Zitzewitz has also received a Michigan Regents Fellowship, which covers three years of study at the university ($12,000 yearly stipend plus tuition).

David Siu ‘95 has received a Mellon fellowship, too. He enters Harvard in the fall, continuing his work on the history and political theory of China. Siu was a political major at Oberlin. His honors project—for Associate Professor of Political Science Harlan Wilson—was Difference and Norm: Jurgen Habermas and the
As part of a semester-long series of talks entitled Women Writing Dancing, Associate Professor of Dance Ann Cooper Albright gave a talk March 26, 1996, at Bryn Mawr College on her recent work as artistic director in Florence, Rome and the Villa Spelman in Florence. Besides discussing the history of devotion to the face of Christ, participants will visit the Vatican to examine icons and relics connected to the cult. The proceedings will be published in April.

Professor of Art Jim Morris will lecture and lead a workshop May 31 to June 2 at the University of California, Berkeley, under the auspices of the bin Arab’s Practical Spirituality: Smoke and the Weight of the Soul.” From June 20 to 24 at Oberlin College in France, Morris will participate in an international symposium and ecumenical dialogue on the theme Discovering New Perspectives in Spirituality. He’ll give a public lecture and related workshop called ‘Cinéma et le reflet divin: un moyen nouveau d’enseignement spirituel’ (Cinema and the Divine Reflection: A New Tool for Spiritual Teaching). In August, Morris takes another trip as guest director for the Oberlin Strasbourg European Studies Program. Professor of Environmental Studies David Orr recently received several grants for the Environmental Studies Center (ESC). The Nathan Cummings Foundation has given a grant of $50,000 “to conduct research on state-of-the-art building materials, technologies and ecological design by building the Environmental Studies Center.” The Austin Memorial Foundation recently gave $75,000, and an anonymous donor has donated $50,000 toward construction of the ESC. The concert of the Monteverdi Ensemble was performed in Finney Chapel on March 19 with Professor of Musicology Steven Plank conducting; will be broadcast on Cleveland radio station WCFL 95 FM May 31.

Bryn Mawr College on her recent work as artistic director in Florence, Rome and the Villa Spelman in Florence. Besides discussing the history of devotion to the face of Christ, participants will visit the Vatican to examine icons and relics connected to the cult. The proceedings will be published in April. Professor of Art Jim Morris will lecture and lead a workshop May 31 to June 2 at the University of California, Berkeley, under the auspices of the bin Arab’s Practical Spirituality: Smoke and the Weight of the Soul.” From June 20 to 24 at Oberlin College in France, Morris will participate in an international symposium and ecumenical dialogue on the theme Discovering New Perspectives in Spirituality. He’ll give a public lecture and related workshop called ‘Cinéma et le reflet divin: un moyen nouveau d’enseignement spirituel’ (Cinema and the Divine Reflection: A New Tool for Spiritual Teaching). In August, Morris takes another trip as guest director for the Oberlin Strasbourg European Studies Program. Professor of Environmental Studies David Orr recently received several grants for the Environmental Studies Center (ESC). The Nathan Cummings Foundation has given a grant of $50,000 “to conduct research on state-of-the-art building materials, technologies and ecological design by building the Environmental Studies Center.” The Austin Memorial Foundation recently gave $75,000, and an anonymous donor has donated $50,000 toward construction of the ESC. The concert of the Monteverdi Ensemble was performed in Finney Chapel on March 19 with Professor of Musicology Steven Plank conducting; will be broadcast on Cleveland radio station WCFL 95 FM May 31.
Career Change: Emeritus Professor Sam Goldberg to Be Dean

by Carol Ganzel

Forty-three years after he began teaching mathematics at Oberlin, Sam Goldberg has a new job. In 1996-97 he will be dean of the College of Arts and Sciences, his first administrative position in the College. President Nancy S. Dye announced last week that she would recommend to the trust-

ees Emeritus Professor of Mathematics Samuel Goldberg’s one-year appointment. She was grateful, she said, “for his willingness to serve the College as we conduct the search for a new dean.” Although never until now an Oberlin admin-
istrator, Goldberg worked with admin-
istrators throughout his 32 years in the math-
ematics department. He chaired that depart-
ment for four years and served as faculty coun-
cil president. He was a professor, a visiting pro-
fessor, and an emeritus professor. Goldberg notes. He is grateful to both the presi-
dent and the committee “for the vote of confidence accepting this appointment implies.” He says, “I and the entire staff of the Office of the Dean will strive to make 1996-97 a productive academic year for the faculty, students, and others.”

Old Westervelt Hall Becomes New Union Center for the Arts, with College Participation

College classes haven’t met in Westervelt Hall since 1961, according to Danforth Pro-
fessor of History Geoffrey Blodgett (in Oberlin Architecture, College and Town, Oberlin College 1985), but Oberlin College is about to renew its association with the venerable building.

Seven housing local arts organizations, the New Union Center for the Arts, named after the building’s first identity, Union School House, is about to bustle. The Firelands Association for the Visual Arts (FAVA) is already up and running its gal-

Toppes...the top of the building will be constructed and installed. A replica of the open bell tower that originally served as a warning system for the city is also being under construction. The tower will be topped with a clock and a roof. The New Union Center for the Arts, named after the building’s first identity, Union School House, is about to bustle. The Firelands Association for the Visual Arts (FAVA) is already up and running its gal-

Liaisons List Software Requirements

Meeting May 14 the 60 department liaisons working on the upcoming administrative sys-
tems switch (see Observer of March 1 and April 5) put the finishing touches on the grand list of requirements for the new administrative computing system.

The document, Summary of Requirements for New Administrative System, lists needs by department and includes a statement of the
given by Carol Ganzel editor Roland Baumquart about privacy issues in student records. It is linked to the electronic version of this issue of the Observer and available elsewhere on Oberlin Online.

Goldberg’s wife, Marcia, is an Oberlin College affiliate scholar. Their son David is system analyst in the City Council. Goldberg says, “I and the entire staff of the Office of the Dean will strive to make 1996-97 a productive academic year for the faculty, students, and others.”

Liaisons will evaluate two or three soft-
ware packages in June. ACAC will collect and interpret conveners’ reports in July. Venu-
ders will be called back in August to address problems liaisons are bound to find in the packages, says Peacock. In September ACAC will submit a formal recommendation for software purchase to the Instructional Tech-

nology Committee. Peacock anticipates sign-

Life and Services and one library position—all administrative assistant (AA) jobs—were eliminated within the last three weeks, but the cuts will not result in any employee’s cessation of em-
ployment at Oberlin, says Director of Human Resources Ruth Spencer. The positions were eliminated as part of the College’s need to eliminate a $3.2 million structural deficit from the 1996-97 budget. The five positions in the arts and sciences are open. A person qualified for the position is up to the employee.”

Since it created the position in 1996, the College has had 11 deans of the College of Arts and Sciences. Goldberg is the third dean according to the College Archives Wide Web pages. Goldberg will be the first emeritus professor to hold the position, but two others accepted the position after long careers in other depart-
ments: Professor of History Howard Robinson was acting dean in 1948-49 and Secretary of the College Donald M. Love was dean in 1959-60.

Carol Ganzel is emerita editor of the Observer.
Spring Grants-in-Aid Include Those for Research on Stone Carvings, the Generation Effect, and the Construction of Gender

The conservatory faculty met May 14. Following announcements, Director of Conservatory Admissions Mike Manderen reported on admissions successes. He reviewed the makeup of the incoming class and read audition comments about several members of the incoming class.

Dean of the Conservatory Karen Wolfe and the Conservatory Admissions Mike Manderen reported on admissions successes. He reviewed the makeup of the incoming class and read audition comments about several members of the incoming class.

The General Faculty convened May 21 and began its business meeting with a discussion of General Faculty committees, referring to the Faculty Planning Committee (GFPC) meeting agenda. Faculty members commented about several members of the incoming class.

Robert Fountain, Choral Conductor

Just before this issue went to press we observed the death of Robert Fountain, a faculty member at Oberlin College for 22 years and recently appointed as Visiting Music Director of the University of Florida's music division for the 1996-97 academic year.

The Conservatory faculty met May 14. Following announcements, Director of Conservatory Admissions Mike Manderen reported on admissions successes. He reviewed the makeup of the incoming class and read audition comments about several members of the incoming class.

Dean of the Conservatory Karen Wolfe and the Conservatory Admissions Mike Manderen reported on admissions successes. He reviewed the makeup of the incoming class and read audition comments about several members of the incoming class.

The General Faculty convened May 21 and began its business meeting with a discussion of General Faculty committees, referring to the Faculty Planning Committee (GFPC) meeting agenda. Faculty members commented about several members of the incoming class.

Robert Fountain, Choral Conductor

Just before this issue went to press we observed the death of Robert Fountain, a faculty member at Oberlin College for 22 years and recently appointed as Visiting Music Director of the University of Florida’s music division for the 1996-97 academic year.
Finney Chapel Will Be the Backdrop for the College’s War Memorial Garden

By the end of summer, employees, students, and visitors passing through the corridor between Finney Chapel and the Cox Administration Building will be walking through a new garden. Alumni from the 1930s and ’40s have joined to create there a memorial to the 75 Oberlinians who lost their lives in the Second World War.

Groundbreaking for the memorial garden—to be separated from the existing sidewalk by a sandstone wall set with three engraved bronze bands—will take place tomorrow at 2:00 P.M. on the lawn south of Finney.

The engraving will be a permanent record of Oberlin’s World War II dead, containing their names, class years, and branches of service.

The memorial garden is “designed as a cloister that is sympathetic to the Romanesque style of Finney and Cox,” says honorary trustee and former alumni-association president Bill Warren ’48, who chairs the project’s Sponsoring Committee. The Finney site was chosen because it is centrally located yet offers seclusion, he says. Four benches will encourage visitors to pause and reflect, and the garden design allows for memorials to the dead of other wars to be added.

The Sponsoring Committee—a group of alumni who led the campaign to fund the memorial and endow its maintenance—includes, besides Warren, Paul Arnold ’40, Van Dyke ’47, Bill Reid ’45, Jim Sunshine ’49, Jim Truitt ’47, Anne Parker Tuck ’46, Norm Williams ’43, and Barbara King Wright ’41. Don Van Dyke ’47 did the archival research.

“Oberlinians are reluctant to build monuments,” says Warren, “but they have been generous for this memorial. They prefer to make contributions that continue, such as scholarships, so we have also sought funds to endow some financial aid. If we receive sufficient funds by the end of June, we will endow a World War II Memorial Scholarship, to be awarded annually to any qualified student.”

By Betty Gabrielli

A priceless collection of Qur’an manuscripts from the College’s Special Collections is on view at Mudd Center through Sunday. Titled In The Name of Allah: A Chemical and Art Historical Analysis of some Oberlin Qur’ans, the exhibition marks the first time the richly illuminated manuscripts have been organized for public viewing. Included are six complete Qur’ans and four single folios. At a companion CD-ROM station visitors can hear Qur’an recitations—an important Islamic oral tradition—in Arabic and read the Qur’an in English translation.

Senior Anna Studebaker designed the exhibition “to acquaint viewers with the Qur’an—the basic source of Islamic teachings and law for Muslims—including the structural and spiritual qualities that make it such a unique and exquisite literary piece,” she says.

The display demonstrates current chemical methods of dating and pigment identification “as an example of the strengthening relations between science and art,” says Studebaker, a chemistry major.

The almost-graduate, who plans a career in art conservation, will begin work with the Metropolitan Museum of Art immediately following Monday’s commencement exercises. She has served as an Islamic-art intern with the Cleveland Museum of Art since her sophomore year.

Studebaker’s interest in Islamic studies was inspired by her family’s involvement in the Middle East. She is the great-great-granddaughter of the founder of American University in Beirut, Lebanon.

At Oberlin, she studied Arabic with James Morris, associate professor of religious studies. It was Morris who brought the Qur’an collection to her attention and recommended her for the internship with the Cleveland museum. She has also served summer internships at the National and Freer galleries in Washington, D.C.

Betty Gabrielli is senior news writer in the Office of Communications.

Notices

Oberlin Notes, which publishes information about upcoming events, has ceased publication for the school year. The Observer fills part of the void with these announcements.

Dina Schoonmaker Retirement

All faculty and staff are cordially invited to join the library staff in celebrating the retirement of Dina Schoonmaker, head of Special Collections and Preservation, at a reception in the Main Library Goodrich Room, Wednesday, June 19, 3:00 P.M. - 5:00 P.M.

ESC Presentation at June Trustee Meeting

William McDonough, architect for the Environmental Studies Center (ESC), will give a presentation to trustees at 10:15 A.M. Saturday, June 8, in Room 050 (the Moffett Auditorium), Mudd Center. The open session of the full Board of Trustees meeting is scheduled for 11:00 A.M. in Mudd’s Goodrich Room. The starting time in the Goodrich Room may be earlier or later than scheduled. A limited number of tickets is available for Oberlin College employees and students at the Office of the Secretary, first floor of Cox. Admission to both sessions is by ticket only.

This Observer is the last issue of the school year. The Observer will resume publication August 30.
The Welfzheimer/Johnson House is open to the public from 1:00 to 5:00 p.m. on the first Sunday and the third Saturday of each month. Tickets for the tours cost $5 and may be bought at the Allen Memorial Art Museum. Oberlin College students are admitted free but should go to the museum for tickets. Groups of five or more can arrange specially scheduled tours by calling the museum.

Steven Bugbee is the resident caretaker of the Welfzheimer/Johnson House. He taught in the Oberlin College Art Department in 1992-93 and currently teaches architectural history at Kent State University. He is completing his doctorate in the History of Conciousness Program at the University of California, Santa Cruz.

Wright House...

To protect the interior while the roof was replaced, the Welfzheimer/Johnson House was shrugged in blue plastic from September to January.

which people approach the house. I attribute this to two causes. First: I think that a carefully designed environment, like one of Wright’s buildings, really does stimulate the senses and the mind in a way that very few contemporary built environments do. Second: the building, being a house of rather modest proportions and designed for everyday use, makes it easy for people to reflect on their own patterns of living, on their interactions with their belongings and their immediate environment. This makes for a very concrete and effective form of education, the value of which will be enormously enhanced in coming years by the documentation and restoration of the house.

Fellowships...

Theory of Discursive Justification. This year Wright House...
Anita Buckmaster '95

The Miró String Quartet and the mixed chamber ensemble Eighth Blackbird, both student ensembles of the conservatory, have taken top honors in two of the nation's major chamber ensemble competitions. This year 16 string and 16 wind ensembles whose average age does not exceed 30. The competition was open nationally to chamber ensembles whose average age does not exceed 25.

The Degrees: Who Will Receive What

Countdown to Commencement Begins Behind the Scenes

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff Na- tional Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.

The Observer

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The Degrees: Who Will Receive What

The miró string quartet and the mixed chamber ensemble eighth blackbird, both student ensembles of the conservatory, have taken top honors in two of the nation's major chamber ensemble competitions. This year 16 string and 16 wind ensembles whose average age does not exceed 30. The competition was open nationally to chamber ensembles whose average age does not exceed 25.

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff Na- tional Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff Na- tional Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff Na- national Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff National Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.

The Degrees: Who Will Receive What

More than 600 students will receive degrees at this year's commencement ceremony, beginning at 9:30 a.m. Monday, May 27 in Tappan Square. Bachelor of Arts degrees will go to 543 students, Bachelors of Music to 70. Twenty-three graduates will receive both degrees. Four will receive Master of Music in Historical Performance degrees. One will receive a Master of Music in Teaching degree, and one will receive a Master of Music in Opera Theatre degree. Three each will receive Performance Diplomas and Acting Diplomas. About 50 of the students eligible to march in the ceremony graduated technically mid-year, and many will return for the occasion.

Robert Coles, professor of psychiatry and medical humanities at Harvard Medical School, is slated for the summer. Says Vice President for Operations Donna Will start. A “multitude” of other projects, including planning for a new science facility and expansion of the Grounds Shop. The Environmental sided coal storage facility will be built at South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash prize. Members of group are violinist Matthew Ching ’95, cellist Nicholas Photinos, rising senior; clarinetist Michael Maccaferri, graduating senior; and Jennifer Choi, rising senior; violist Mark Your Honor, the Albert E. Smith Prize at the Fischoff National Chamber Music Competition in South Bend, Indiana. The Zelzer Prize is $2500 first place in the Wind Division and $2500 cash award. The Zelzer Prize is $2500 cash award.
Observations

Oberlin’s Frank Lloyd Wright House: Recognition and Restoration

By Steven Rugare

Since 1992 Oberlin College has operated one of only nine structures in Ohio designed by Frank Lloyd Wright. Built in 1947-49, the building on Morgan Street, recently renamed the Weltzheimer/Johnson House, is one of the last, best conserved, and best-documented examples of Wright’s Usonian houses. These houses, built from the late ‘30s to the early ‘50s, represent Wright’s late thinking on how to produce moderate-cost housing for the great mass of Americans. They are remarkable documents of Wright’s populist ideology, as well as his aesthetic principles.

This winter saw two major steps in the College’s stewardship of the Weltzheimer/Johnson House. Art Professor Athena Tacha’s extensive monograph on the house was published as an issue of the Allen Memorial Art Museum’s Bulletin. At roughly the same time, work began on the first project—replacing the roof—in what we hope will be a continuing restoration program.

Award-Winning Publication

Of the two projects, the monograph is the more visible. Frank Lloyd Wright at Oberlin: The Story of the Weltzheimer/Johnson House makes available to scholars a wealth of documentary material relevant to the house and provides detailed narrative of its design, construction, and history. The Ohio Museums Association recognized the publication with the First Place award in the journal/magazine category of its 1996 Visual Communications Competition.

Much of the excellent documentation on the house was assembled by the late Ellen Johnson, Oberlin’s legendary teacher of modern art, who restored the house and lived in it from 1968 until her death in 1992. The materials she assembled for her restoration project have been supplemented by Tacha, who is curator of the house and Johnson’s executor, with new measured drawings and other materials produced with the help of two Oberlin College-student researchers, Fay Belfus ’96 and Amy Brown ’97.

The availability of this monograph gives the Weltzheimer/Johnson House a unique place among Wright’s smaller houses. Quite naturally, the Wright buildings that have received such careful attention hitherto have been his larger and more complex projects. But almost any building is the result of complex and subtle decisions and circumstances, and any one of Wright’s buildings rewards careful study of its complexities and subtleties. Given the importance of the Usonian houses in Wright’s thinking, Tacha’s monograph will prove a useful addition to the literature on him.

Complexity and Subtlety

Complexity and subtlety are the mantras for historic preservation and restoration. The Weltzheimer/Johnson House raises an unusually large number of philosophical and technical challenges, especially for a building that hasn’t even reached the (architecturally) ten-year age of 50. Wright liked to experiment and had a tendency to push materials and technologies a little past what could safely be expected of them. Like many of his buildings, the Weltzheimer/Johnson house seems to have been designed with less-than-normal allowances for the ravages of weather and time.

Some passages in his writings suggest that Wright thought of the Usonians almost as temporary structures, and this idea is reflected in maintenance costs that would drive most homeowners to distraction. From day one the most problematic part of the house has been the chronically leaky, flat roof. The techniques available for surfacing roofs in Wright’s day were simply not sufficient to do the work required, and the result has been almost continual trouble for the house’s owners.

Besides having these problems—endemic to Wright’s buildings—the Weltzheimer/Johnson House was subjected to some appalling improvement early in its lifetime, from which it has yet to recover completely. When Ellen Johnson bought the house in 1968, it had been severely mangled by the two owners succeeding the original occupants, the Weltzheimers. To normalize some of the more unusual aspects of Wright’s aesthetic vision, windows had been enlarged and moved, the bathrooms and kitchen completely remodeled, and many walls painted white. Over the next few years, Johnson managed to stabilize the structure and restore the most egregious alterations. However, traces remain. The kitchen, for example, dates from the mid-’60s.

In 1994 the College engaged the Chicago-based firm of Ruffer and Associates to prepare plans for the renovation and management of the Weltzheimer/Johnson House. The first phase of their project, undertaken with the financial assistance of the Akron-based GAR Foundation and executed by the Canton, Ohio-based Hammond Construction Company, was mostly completed in January. This was an extensive project, involving removal of the entire roof surface. The house had to be emptied of its furnishings, and was shrouded in blue plastic (to protect the interior) from September to January.

On the whole, the results of this radical surgery since the goal was to fix the technical problems associated with the roof without visibly altering the house. The work involved replacing the original roof with an up-to-date rubber-membrane surface, which will have a better chance of functioning properly within Wright’s design. Hammond’s crew rebuilt the framing of some of Wright’s more audacious cantilevers, and finished the exterior trim on the roof. In the process, they restored a few visible elements (sky lights, for example) to their original form.

All this work was necessary to stabilize and protect the structure before any further work could be contemplated. A few finishing touches on the project will be completed this summer. If funding is available, the exterior brickwork of the house—some of which is in a precarious state—will be restored then also.

Reason for Renovation and Publication

The goal of the renovation and the publication of Athena Tacha’s monograph is to enhance the Weltzheimer/Johnson House’s value as an educational resource. Once the most pressing structural issues have been addressed, we’ll be able to turn our attention to more visible and historically informative aspects of Wright’s design. Although Ellen Johnson sensitively and painstakingly restored most of the house, many items still need attention. The kitchen is probably the largest, but we also want to look into reproducing more of the original Wright-designed furnishings (most of which disappeared with the original occupants). The monograph’s place in the journal/magazine category of its 1996 Visual Communications Competition.

In the meantime, the Weltzheimer/Johnson House is again available to the public and the public at large. We give tours of the house twice a month, and the house is becoming a regular stop for the large number of Wright enthusiasts and scholars who spend their vacations touring his buildings. Classes from Oberlin and other area colleges have visited the house, as have museum groups and other tours. By now I’ve talked about the house to a couple of thousand people, and I’m always amazed at the sensitivity and curiosity with which they approach Wright’s buildings.
Admissions College

General data entry and storing of information

Separate applicant pool into 3 groups (col, con, DD) with several application types available within each.

Ability to efficiently collect and maintain prospect data.

Quickly & easily navigate system during data entry.

Ability to construct "views" of records.

Ability to provide write access to fields individually.

Track information changes for major data elements.

Ability to set a "flag" for tracking groups of students.

Ability to assign dates to data elements.

Ability to track interactions/contacts with prospects.

Means to determine & remove duplicate records.

Assign and track documents sent and received.

Automatic assignment & generation of documents (to prospects or applicants, based on contact).

Store and flag expiration dates of multiple addresses.

Provide address fields and character lengths as necessary.

Storing parent data (including multiple addresses).

Ability to access and update database from remote location.

Interface all records to a word processing capability.

Maintain security & confidentiality by data element/record.

Integrity of admissions application records maintained even after "ownership" turned over to student records.

Ability to add or redefine fields as needs change.
(Admissions Continued)

**Report Writing**

Ability to easily request/write/print reports.

Ability to view these reports on our computer screens.

Sort lists by student characteristics, including both admissions characteristics and address/school data.

**Related statistical information**

Converting applicant data to SPSS-usable form.

Compute/store/report admissions probability scale.

Student labels, based on either student criteria or school/zip code criteria.

**Coexisting with outside sources**

Provide process for updates of electronic data from outside sources such as SAT tape.

Ability to maintain zip code table.

**Admissions Conservatory**

**Define, Store, and Retrieve the following Con Admissions Specific Data**

Up to Six Faculty Associated Audition scores.

Track results of at least two Audition "areas.

Audition category (On 1, Reg LA, Special etc.).

Relate Audition Category to audition area.

Up to 3 Talent Award Cats and Assoc. Amounts.

Ability to pass this element to Fin Aid.

Ability to View Parent and Student CSS Contribution.

Status and Result on two audition areas.

Status and result on up to four major areas.

Degree Program Categories.

View/update con specific activity: Col to Con/DD apps.

Prospect level: Up to 4 con instrument areas.
Prospect Level: Up to 4 Con Major Areas.

Prospects into Division Con, Col, or DD.

Various Con App Types: Perf Dip, Art Dip, MMHP (this in addition to First Year, Trans, Visiting, Special).

Maintain Files of Teachers with address, multiple teacher categories, professional affiliation, comment, and to associate id with app.

Maintain Files of Organizations with address, orgcat, comment and assoc id with applicants.

Applicant Status and Result (must handle apps to both divisions).

Produce Standard Delineated User Field Selectable downloads for Processing by Commercial Available software (for instance GeoQuery).

Read Access to selected FA data.

Provide for individual add/updates of data from outside sources, such as electronic applications/inquiries.

Provide for "historical" record keeping and analysis including prospects/applicants/hs/teachers and organizations.

**Accounts Receivable/Cashiering**

**Student Accounts**

Automatically generate charges to student billings from data provided by other offices. For example, tuition & fees and housing & dining charges should be calculated from registration data.

Automatically generate credits to student billings from financial aid. Statements should reflect anticipated as well as actual financial aid applied. (Perkins Loans are to be applied to student term bills by SAO based on promissory notes.)

Generate statements by student or group upon demand.

Able to accept automatic and/or direct feeds and/or batch feeds to the A/R system from SR, RL and FA.

Have automatic and/or direct feeds and/or batch feeds to the G/L.

Provide a complete financial history on-line that can be printed for a student or group.

Generate statements with multiple addresses. (Student, custodial parent, non-custodial parent or other designated party)
Provide reports to match/reconcile loans awarded by Financial Aid and applied by Student Accounts.

Generate appropriate text or mailings as a result of account status.

Automatically provide a variety of financial holds to block enrollment, degrees, graduation, registration and transcripts.

Generate statements automatically when there are changes in tuition, housing & dining charges, and financial aid or when there is a zero balance changed to an amount due by any new charge.

Provide mechanisms by which to design and produce reports based on varying criteria.

Easily modified specific charges and rates with flexibility for all billing items (e.g., off-campus)

Automatically generate charges to student billings from service departments entered on the accounts at site & point of sale (e.g., Central Ticket Service, Central Telephone, Con Audio, etc.)

Have flexibility to handle more than one interest rate and more than one way to compute.

**Cashiering**

Process cash receipts directly to cash accounts via automated general ledger transactions and post payments directly to accounts receivable accounts, automatically generate receipts.

Abilities to use credit cards and electronic funds transfer for payments, with a direct interface to the students' account records.

Produce daily cashiering reports to reconcile cash entries with cash-on-hand.

Produce reports for accounts that have NSF checks and generate correspondence and billing statements.

Produce management reports of various types for exceptional transactions and audit tests.

**Budget and Planning**

Ability to upload/download data in spreadsheet or database format.

Integration of budget module with general ledger, grants accounting, endowment accounting and human resources/payroll modules.
Encumbrance system linked to budget vs. actual forecast reports.

Ability to easily query system and create customized reports.

On-line access for end-users to view budget, actual, and encumbered amounts in detail or summary form by account, sub-code, department or other classification (with appropriate security features).

Ability to create pro-formas for long range planning.

GUI front end for easy budget data entry and retrieval and report generation.

**College-Wide Records**

Ease of development/revision to interface programs linking satellite systems to the Financial and Student Records systems.

Authorized, appropriate access to data in Human Resources, Alumni Records, Student Records, Institutional Research, and endowment funds.

On-line Budgeting process with current balance inquiry.

Centralized, on-line facility and meeting scheduling; central event calendar.

Electronic forms and procedures for purchasing, work orders, memo routing and archiving.

Query reporting capability.

Extract file capability for downloading to satellite or desktop systems.

**Financial Aid**

**Packaging**

Automatic package construction

Package history within academic years

Automatically calculate travel allowance using state/zip code

Automatically compute Pell eligibility

**Need Analysis**

PROFILE compatibility

Compare FM to IM to detect overawards
Award Notification
Produce typeset quality letters
Maintain multiple letter types
Check admit status before letter generation

Document Tracking
Preset requirements by student group

Student Loan Management
Seamless Perkins note/disclosure generation

National Student Loan Data System
Compatibility with downloaded NSLDS data
Auto generation of NSLDS reporting files

T4 WAN
Compatibility with downloaded T4 WAN data

Reporting
Ad hoc reporting tools
Multiple year data access

Information Access
Family Contribution for Admissions rating
Mailing address from Admissions/Student Records

Student Employment
Monitor student earnings

Student Status Tracking
Auto report of students who change enrollment status
Monitor student academic progress as defined by Oberlin
General Ledger/Accounts Payable/Fixed Assets/Investment

Financial Operations

Maintain the College's financial records up-to-date and accurate, with income and expenditures in right categories and funds, according to fund accounting, NACUBO standards, AICPA standards and GAAP guidelines.

Prepare a variety of reports, such as monthly and yearly financial statements on a timely basis, including a consolidated balance sheet, both campus-wide and by department, contract reporting, agency fund statements and government grant reporting.

Be flexible in adapting future changes in accounting methodology and reporting either for government regulations or for internal College purposes.

Account numbers must be flexible in structure.

Handle automatic and/or direct feeds and/or batch feeds to the G/L from throughout the College, including P/R records, budgets, student A/R, miscellaneous A/R, gift processing, accounts payable, financial aid, B&G charges and inter-departmental charges.

Handle endowment accounting and reporting, including calculating unit value and distribution amounts.

Easily download data into a spreadsheet and upload data to mainframe.

Produce reports for either fiscal year and/or calendar year or project year.

Reduce paper printout and distribution of information through departmental on-line access to accounting and budgeting information.

Start a new accounting year while the old year is still open for accessing, updating and reporting.

Provide an interface with G/L and Purchasing system.

Provide on-line access to multiple years of data.

Be able to hold open grant accounts across multiple years.

Perform cash flow analyses and forecast.

Ability to automatically update pre-programmed reports whenever there is a change in the chart of accounts.

Accounts Payable

Produce tax reports (1099-Misc, 1099-Int, 1099R) at year end as well as provide error and exception reports of vendors without the proper filing information.
(Accounts Payable Continued)

Provide the ability to produce check reconciliations. (System should only consider a check reconciled if both the check number and amount matches what is on the outstanding check list.)

Produce emergency same-day checks which can be printed at the Controller's Office as well as on a pre-arranged scheduled in data processing.

Select on-line records of invoices by number, date, vendor name, P.O. number, voucher number or any field in the history screen.

Ability to record wire transfers, ACH payment, Federal Reserve and foreign remittances easily. Must also have the ability to NOT place these items on an outstanding check list.

Support the ability to reinstate encumbrances automatically when a voucher/invoice is deleted or revised. Maintenance and flexibility of encumbrances system is a must.

Support the ability to process recurring payments. Allow you to enter a single transaction to create multiple vouchers having similar data (that is, the same vendor number, account number, PO number, etc.) e.g. GAP/installments, etc.

Maintain payment histories, even after a month has closed. This screen should allow the user to see all information entered regarding the particular invoice in question.

Ability to calculate discounts and store discount terms per individual vendor. The system should also be able to track these discounts and provide analysis of discounts taken and not taken.

Fixed Assets

Ability to track the acquisitions of all items considered fixed assets. Record all information including original cost, date acquired, description, department, category, location, serial number, I.D. number and G/L account number.

Automatic transfer of information from/to purchasing, A/P, and G/L modules

Ability to show source of funding for all fixed assets acquired.

Record GAAP and tax depreciation.

Ability to identify current physical location and prior physical location of equipment on campus; record transfers and dispositions.

Ability to support bar code reading and hardware for tracking of fixed assets campus wide.
**Investment**

Produce monthly statements of book and market values for all investments (including No. of units and unit value).

Produce monthly statements of No. of endowment units and unit values.

Produce monthly performance reports for investments; provide performance summaries on both calendar and fiscal year-to-date basis.

Provide compatibility with custodian bank system.

Allow data to be downloaded into spreadsheet or database formats.

On-line access to view and print transactions related to each investment account.

On-line access to view investments and individual portfolio holdings.

Provide updated asset allocation model based on statistical methods used in modern portfolio theory.

Report purchases and sales of investments for each investment account.

**Human Resources/Payroll**

Administer biweekly, monthly and student payrolls in an efficient way, including the entry of time sheets, calculation of withholdings, and the generation of payments.

Provide for flexibility unique to a college environment such as multiple payrates, grant funding providing for salary only, 10-month deductions with 12-month paychecks etc.

Provide for withholding and reporting on non-cash compensation.

Maintain complete, non-aggregated payroll histories.

Allow for electronic transfers for direct deposits and tax reporting.

Produce all federally mandated and payroll associated reports.

Direct interface with general ledger, and budget modules.

Provide for position control.

Efficiently create and maintain personnel records including history and detailed biodemographic data.

Query reporting ability at different levels of access.
**Institutional Research**

Should allow for easy information flow from student point-of-entry through student records and alumni thus allowing intervention activities while a student is an undergraduate and outcomes analysis once a student leaves. Ability to chart student pathways through the academic curriculum and extra-curricular life should also be provided.

Student attributes critical to predicting student success should be accessible to Admissions Institutional Research and offices charged with monitoring success. Variables identifying students who are placed on probation or suspended should be included and accessible to offices on a "need to know" basis.

Institutional Research Office should be able to execute complex ad-hoc queries to respond to issues of importance to the institution using data from all of the major systems. Appropriate parties outside of the office should have access to low end query tools for 'quick and dirty' reporting.

Standard (at least annual) reports such as IPEDS, NCAA and FISAP will be either pre-programmed or easily programmed and stored and accessible to IR Director and/or the Department Head as appropriate.

**Purchasing**

Efficiently process requisitions and purchase orders, including tracking from initiator to fulfillment and payment, follow-up, and the production of reports, such as open purchase orders sorted by vendor with multiple security levels.

Support a "limited" distributed purchasing function, through department-based on line requisitioning and purchase order status information.

Allow certain special department to have the capability to create their own purchase orders

Support departmental encumbrancing, beginning as early in the process as entry of the requisition (through GL link).

Support on line receiving from multiple locations including the handling of partial receipts.

Efficiently keep track of all of the College's vendors and vendor histories, with some analysis tools. Should have the ability to track vendor contracts.

Generate listings or select on-line records of purchase orders and accounts by account number, purchase order number, or invoice number. Query by Example.

Collect, maintain, and distribute information on inventory for the entire institution, regardless of where physical inventories are kept. (multiple warehouse locations)

Ability to handle a Point of Sale system in the College Stockroom for departmental charges and Cash Sales, including the tracking of Sales Taxes. (also for Comp Store, Chemistry, etc.)
Ability to print custom reports to a local printer.

Provide a direct interface with the Accounts Payable, General Ledger, Assets, Work Order, and Budget Systems

Ability to transfer data from an on line requisition to a Purchase Order for ordering or to a sales order in the stockroom.

Ability to issue Open (Standing) Purchase Orders and track same.

Ability to change Purchase Order at any time from initiation to closing.

Runs and is supported on both Mac and Windows.

Support the return and credit of materials ordered in error or sent in error.

Automatically Flag aged PO's for expediting. Automatically issue form letter to vendors for old PO's.

Daily/Monthly/Yearly/Year-to-Year Reports for "customer" access

Flexibility in dealing with petty cash/ and "unusual" vendor practices

Automatically generated PO numbers

Provide a direct interface with the Accounts Payable system and G/L with the capabilities to eventually electronically match the P.O., Receiving report, and Invoice.

Support some form of on-line catalog of college office and general supplies with an efficient ordering system for frequently used items. (Web browser access would be ideal for this)

Support on-line entry of secure, multiple authorized signatures as needed for purchase orders for more expensive items. Multi-level payment approval must be supported.

Allow for FTP or other linkage for transfer to the administrative accounting system of Innopac library system's materials invoice payment postings

**RDBMS Requirements**

Must be relational.

Can be normalized.

Few or no stored calculated values, unless auto-recalculated when any piece of the calculation is changed.

Referential integrity must be enforced at the database level.

Changes must be audited.
Applications control must be data driven.

**Operating System Interface**

There must be an easy way to handle batch scheduling.

There must be no conflicts between on-line and batch access.

There must be a batch audit trail.

There must be a way to catch batch failures.

There must be a way to recover from batch failures.

The following related products must be available:

- Ad hoc query tools.
- End-user reporting tools.
- Database monitoring tools.
- A tool to create extract files.

**Security Issues**

Application access must be controlled by menu items.

A departmental view (only letting a department see the rows that pertain to that department) must be available.

There must be separate controls for update, delete and insert.

The application must support data ownership.

**Database Administration**

Backup must be reliable.

Recovery must be easy.

Recovery must be reliable

It must be possible to recover a single table.

An Application Programming Interface (API) must be available.

Direct 3GL update of the database must not invalidate support.

Response time from support must be appropriate to problem severity.
Hard-copy documentation must be available.

A data dictionary must be provided.

Residential/Student Life

Provide master list of all residence hall rooms, including capacity, phone number, and billing rate.

Provide for various monthly reports. Examples: monthly vacancy and occupancy by residence/dinning hall; gender, class rank, division, type of rooms by hall.

Automatically bill for room and board at the beginning of each semester.

Log housing, dinning, and roommate preferences.

Keep a summer waitlist of students desiring off and on campus housing and dining. For new students a waitlist by hall is necessary.

Provide the ability to classify (rank) students by some other means other than hours (current registrar’s class). This ranking will probably need to be defined differently for different offices. Sandy Houglan using a combination of hours and semesters at Oberlin to determine priority is selecting housing. Ellen Sayles uses something similar to determine who is eligible for awards and honors.

Schedule appointments for continuing students to select housing, for both singles housing and group housing.

Process Program House assignments.

Process OSCA assignments.

Track students taking and returning from leaves. Information such as date eligible to return, automatic return or clearance needed, and current address must be available.

Track students going on leave or graduating. Information such as effective date of departure, billing adjustments and type of leave must be available.

Track which students are on campus for Winter Term, including the specific dates a student is on campus.

Report on special populations by residence. Special populations might be ethnicity, disabilities, first generation college, internationals, low-income, or student activities.

Provide access to the most current student local address, including e-mail and phone number. (It was noted that several offices need this information that might not know to ask for it): security, college operator, Wilder Main).
Provide students access to subset of alumni data, including current place of employment.

Provide mechanism to update alumni information or to easily inform the alumni office of the need to update alumni information.

Provide career advisors and the Dean of Students office with access to such information as addresses, grades, class schedule, transcripts, financial aid record, term bill record, and holds (including why a student has a hold).

Provide a mechanism for a non-academic "transcript". This document would contain information such as volunteer work, leadership certification, and perhaps even be the place to house recommendations.

Scheduling

Centralized campus meeting calendar.

Centralized campus facilities & event scheduling.

Provide campus wide, on-line access to facilities and events schedules.

Provide flexible, hierarchical “write” access for facilities and events scheduling.

Display space availability status which is real-time.

Scheduling rooms for classes, final exams & standing meetings with default settings and links to registration system.

Accommodate electronic forms, such as Housing/Dining requests, Facilities Reservations, Work Order, etc.

Provide relational package checks for facilities scheduling conflicts.

Job scheduling interface to Work Order System, project management, maintenance scheduling and other support staff activities.

Real-time room inventory including room size, equipment, capacity and links to status of same.

Links to Mudd AV, Con Audio and other technical support operations.

Provide multi-year planning and scheduling support.

Links to Central Ticket Office system.
Student Records

On-line Student Record Access

Access to various student information for those with the "need to know"
name, ID, SSN, ocmr, registration status, overall status, major/minor,
study program, ethnicity, citizenship, DOB, marital status, SAT, ACT, TOEFL,
academic release flag, enter OC date, addresses, handicap code, instrument, #
semesters enrolled, transfer flag, antic grad date, transfer hours, AP hours,
custodial/non-custodial parent

Produce external/internal transcripts

Ability to register students for courses and Winter Term
keep wait lists, on-line registration, classlists, pre-requisites, variable hours,
registerable hours/allowable hours, consent, winter term titles, full/half projects

Bill students tuition/room/board/fees

Extract Reports with reasonable ease

Degree Audit
Distribution requirements, non-course requirements, multiple majors, multiple
degrees, various catalogs

Assign, change, track, and sort by --Advisor and PVST teacher

Schedule classrooms

Enter and track holds for Registration, enrollment, and transcripts

Handle three divisions: con, coll, dble degree

Faculty addresses on/off campus

On-line catalog program like OCCAM

Track honors and awards

Process/track/define departures from campus

Calculate IU's/FTE's by department and individual faculty members

Generate reports for the Registrar's report

Record grades: A+ - C-, CR;NE;Audit;Deferred;Missing
Produce student grade reports, grade avg. by dept. and division, missing grade
reports
Assign/store/track housing & dining assignments
   Reports for graduation by dining halls

Academic Standing reports

Access to some Alumni Data for Academic Dept./Faculty

Link with CO-OP for ordering/checking status of book orders and inventory of specific books

A Statement From The Director Of Archives On Student Records

In general, the responsibility of the Oberlin College Archives is to preserve and make available the permanently valuable records (all media) of this institution.

Student records are an organizational resource. A record (information and evidence) is defined as recorded information, regardless of the media. The storage and retrieval of records has changed, however.

The administration of student records presents some special issues for custodians because a great many of these educational records are covered under the Family Educational Rights and Privacy Act of 1974. Administrators must understand how this statute identifies the rights of students and their families as well as the differences between formal and informal records when managing, servicing, and using said records. In addition to meeting the requirements of Section 99.6 of the aforementioned regulation, records creators should be aware of the minimum requirements for academic records as set and outlined by AACRAO. Oberlin College itself has set some requirements, which are reported as a "policy on confidentiality of student records" in the "Faculty Guide," Section I, Part J., and in Oberlin's Student Regulations, Policies and Procedures, Part XI., Section M, Student Records, of the Regs Book, reproduced in the Oberlin Directory.

Because of the legal requirements associated with student records, along with the impact of electronic technology, it is likely that those offices creating/receiving educational records will increasingly be asked to assume more long term responsibilities regarding the care, storage, and access of these records. Records creators need to appreciate that the College Archives is not interested in acquiring student records that can not be declared as the official record and are not received from the creating office/source of origin. Copies and duplicates of student records that are used by administrators in the conduct of their daily business are not usually considered a permanent record, unless the office record is unavailable. Informal student records should be destroyed or disposed of when they are no longer useful.

Likewise, the traditional role of the Archivist will change in at least two respects: (1) the Archives will become less the place to reference or use historic student records in electronic form; and (2) Archivists will participate in providing policy, offer advice on organizing records, produce electronic guides to select records, and act as one of several gatekeepers on Oberlin's information highway.

As an organization, Oberlin College will need to be far more active on issues of data management in order to assure institutional accountability. In contrast to how
administrators presently manage and service paper records, the management of electronic records asks us to be much more explicit and precise in our daily administration practices. In short, technology may have changed some of our techniques, but management requirements remain. Out of the migration project experience, I suspect that Oberlin College may well need to form a campus-wide records committee, which will make the required risk management decisions relating to records creation, retention, and access.

Work Orders

Allow the creation, modification, and billing of Work Orders with support of Preventative Maintenance and Facilities Management functions.

Provide multi-user, cross-platform access and support to concerned offices for information access and initiation of work orders.

Support for work order planning including labor, materials, and the use of outside contractors.

Support job and multi-phase project scheduling.

Provide inventory control (through link with Purchasing System if possible).

Current and historical data (5-years+) must be easily accessible by a variety of fields.

Easy access by “customers” to work order status information.

Work planning/Job Libraries for commonly performed tasks.

Chargeback and Cost Accounting linked to Financial Systems as well as links for account status and credit verification.

Extensive “canned” and ad hoc reporting and the ability to access data via ODBC.

Multiple Repair Centers such that work being performed by the Physical Plant, R&DH, or outside contractors can be tracked.

Multiple work order types with associated logic (standing, emergency, project, etc.).

Multiple trades assigned and tracked on a single WO.

Support “Automatic” duplicate tracking

Support the ability to split a work order’s cost between multiple accounts.

Allow schematics, CAD drawings or other associated documents to be printed with WO.

Support Bar Code technology for inventory control

Preventative Maintenance module allowing scheduling by calendar or meter and containing Equipment Management/History functions as well as life-cycle projection.