



Instructions and Policies for Using the ISCA Online Forum

THIS DOCUMENT IS PRIMARILY FOR THE "FIRST-TIME" ONLINE FORUM USER, BUT ALL ISCA MEMBERS ARE URGED TO READ IT ONCE, BECAUSE THE ISCA ONLINE FORUM OPERATES SOMEWHAT DIFFERENTLY IN SEVERAL RESPECTS FROM OTHER ONLINE DISCUSSION GROUPS.

The Basics

AN ONLINE FORUM is one of the most useful and efficient tools to enable large groups of people with a common interest or members of an organization such as ISCA to efficiently, speedily, and inexpensively communicate with one another via e-mail in the manner of an open forum. ISCA's greatest asset, the collective wisdom and experience of its membership, current and former Board Chairs, can now be tapped with ease by any member with a problem or question.

While the ISCA web site (www.ISCAchairs.org) is open to the public, only current ISCA members are privy to the questions, answers, and written discussions as subscribers to the ISCA Online Forum. Where queries or responses are of so sensitive a nature that a member wishes to participate anonymously, ISCA has provided a mechanism for confidential communication (see below).

As a member of ISCA, you are subscribed automatically to the ISCA Online Forum, assuming you have provided your e-mail address with your membership application. (If you have not, expect to be asked for it!) Being a subscriber to the ISCA Online Forum means that when an ISCA member "posts" a question requesting assistance or advice from the ISCA membership by sending an e-mail message to the ISCA list-server (list@list.iscachairs.org), the list-server will automatically forward the message to every member of ISCA. Thereafter, all members will receive all e-mail comments or responses to the original query from those members choosing to respond.

The list-server is actually a software "robot" that operates automatically 24 hours a day without human intervention except for list maintenance when members' e-mail addresses must be added, deleted or modified. This task is handled by the Executive Director of ISCA.

A THREAD, in list-server parlance, consists of an original query and all responses to it. You know that an e-mail message received from the List-Server is part of a particular thread because the subject line of the e-mail will match that of the original query. For this reason, it is important that the member sending the original query choose with care the half-dozen or so words that will fit in the subject line. Those words should describe (as succinctly as possible) the subject of the query. The

words in the subject line will allow a member to follow a particular thread of interest, or to ignore messages that are part of a thread that is not of interest to that member. The ISCA list server will automatically add <ISCA> to the beginning of the SUBJECT line; in that way, before opening an e-mail message you will know if it has been sent by the ISCA Online Forum.

Individual participation in the Online Forum varies greatly, in a somewhat analogous way to a classroom, where everyone hears all the questions and all the responses, but not everyone necessarily raises a hand to participate. Unlike a classroom, in which multiple conversations more or less simultaneously would be impossible, the list-server permits many THREADS to be active at any one time; the subject line of the messages allows one to follow some, all or none of the THREADS active at any particular time.

The ISCA Online Forum will be of greatest value to the ISCA membership if members who have a worthy comment or answer do not hesitate to participate, and conversely, if members do not waste other members' valuable time by posting frivolous or inappropriate queries or responses.

How to Use the ISCA Online Forum

Posting a query to the Online Forum: An e-mail query or question to be posted to the Online Forum should be addressed to: list@list.iscachairs.org The "subject" line should be as descriptive of the issue or problem as possible and not longer than a half-dozen or so words. When the message is re-sent by the list-server to all ISCA members, the subject line will be preceded by <ISCA>. In this way, it is easy for members to identify e-mail messages coming from the ISCA Online Forum. The list-server will not accept messages from other than a subscriber, and therefore you must use the e-mail account provided to ISCA with your membership application. All messages sent to the Online Forum should be text-only and without attachments of any kind.

Responding to a message from the Online Forum: In your email program, select the "reply" function; doing so in response to an e-mail from the Online Forum should automatically place list@ISCACHAIRS.ORG in the address of your e-mail response; otherwise you can do so manually. The line should have the same text as the e-mail you are responding to preceded by "Re:" (this is also handled automatically by most e-mail programs). It is not necessary to 'reply all'; all ISCA members will receive your reply post by just replying as indicated above.

Viewing archived Online Forum Posts: As of August 2017, ISCA added an archiving capacity to our Online Forum discussions. You can view prior Online Forum posts from August 2017 to present by logging in as follows:

1. Copy and paste this link into your Internet browser:

<http://list.iscachairs.org/cgi-bin/lyris.pl?enter=list>

2. Enter your email address; do not enter a password, and select "click here to enter list"
3. A list of all messages appear, and you can select an individual post or view a thread of posts.

Related Issues Concerning the ISCA Online Forum

Problems with the Online Forum: Though we cannot guarantee an immediate response, if you are having a problem sending messages to the Online Forum or have any questions or comments about its use, please send your correspondence to Bethany Di Napoli, Executive Director of ISCA, at bethany@iscachairs.org. Either Bethany or an ISCA member volunteering to aid in technical support will get back to you as soon as possible.

Mis-Use of the Online Forum: The officers and directors of ISCA monitor the use of the Online Forum. You will be contacted if your query or response is inappropriate; discussions of employee compensation and school tuition, for instance, are not permitted. ISCA reserves the right to remove any member from participation in the Online Forum at its sole discretion.

Responding Directly to a Member "outside" the Online Forum With the exception of a query or response made confidentially through the forum moderator, everyone on the Online Forum will see the e-mail address of the member making the query or response. Therefore, another member may respond singularly and directly to that member rather than through the Online Forum.

Generally, reply responses should be made to the Online Forum to be of benefit to all members interested in a particular subject. However, there are circumstances where "sidebar" e-mail conversations should continue outside the Online Forum, such as when the discussion becomes so specific, detailed or tangential to no longer be of value to the entire ISCA membership.

Making Confidential Queries/Responses Although the e-mail address of a member sending a query or response does not necessarily identify the member's name, location, or school, there are obvious circumstances of such a sensitive nature when it is appropriate for a member to send a message with the certainty of anonymity.

The process is simple; instead of addressing the confidential e-mail directly to list@list.iscachairs.org, the member need only direct the message to Bethany Di Napoli, the Executive Director of ISCA, at Bethany@iscachairs.org. Bethany will then re-send the contents and subject line of the e-mail message to the Online Forum using her or another ISCA e-mail address, and thus the e-mail address of the member making the query or response will be known only to Bethany. Of course, there is the possibility of a delay before any such confidential message appears, since, unlike the software List-Server, Bethany does not monitor e-mail 24 hours a day.

Important DOs and DO NOTs

DO:

- Keep the body of your message as short and succinct as possible.
- Respond to the Online Forum if you have the answer to a query or an appropriate comment.
- Limit the use of the Online Forum to subjects appropriate to ISCA

DO NOT:

- Attach a document to any message sent to the Online Forum.
- Include graphics of any kind – the Online Forum is designed for text use only
- Use the Online Forum for promotions, advertising or solicitations of any kind
- Engage in discussions of tuition and compensation, since ISCA members represent competing schools.