

Committee Report

Information Management

Lee Miller, Chair

The committee has focused its efforts on 2 tasks: creation of a database of information about CBE members and development of a CBE Website on the World Wide Web.

Member Database

To gather data for the database, a questionnaire went out to members with their membership directories. To date, CBE headquarters has received about 400 completed questionnaires and put the information into the database. We plan to sample the population of nonresponders to learn why they did not respond. After learning their reasons, we will try to improve the questionnaire, which will be part of the membership-renewal forms and the membership-application forms for new and lapsed members. The membership-renewal form will include a printout of a member's existing data from his or her responses to the questionnaire, with a space beside each line of data for corrections and additions.

We also plan to query the database to determine whether the data will provide the kinds of answers needed by committee chairs, officers, and others. Requests for

information from the database must be forwarded to Alison Brown at CBE headquarters. Only she or her staff will have direct access to the database. The CBE Board of Directors will establish guidelines to help her judge what kinds of questions from what requesters may be answered without compromising confidentiality.

CBE Website

The CBE Website (<http://www.cbe.org/cbe/>) got off to a flying start, thanks to the efforts of Webmaster Stephen Slepner and the assistance of Rich Wiklund at E-doc. After E-doc and Lancaster Press were purchased by Cadmus Journal Services, they had less time available to assist CBE, so we moved the CBE Website to a new host, the San Diego SuperComputer (SDSC). Steve Slepner was then able to update the list of CBE officers. Our contact at SDSC is a staff member who has volunteered to help us. As with E-doc, the service is provided free by SDSC.

Numerous groups within CBE have expressed interest in using the Website to publicize their activities and to obtain feedback. The site is now ready to serve this function. Committee chairs should prepare their Web materials in HTML format and send

them to Webeditor Lee Miller. (Send the formatted documents as attachments to an e-mail message to lnm2@cornell.edu.)

We have been investigating various methods of running threaded discussion forums on the Web and hope to establish these forums soon. If you have experience with software used for such forums, please contact Lee Miller (lnm2@cornell.edu).

**Share the
Wealth**

Invite a colleague
to join
CBE.