

THE BULLETIN

Moravian College • Moravian Theological Seminary

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VBS.Plan Computer Virus Grips Moravian

During the week of October 9, Moravian College's computer system was infected with the VBS.Plan (aka VBS/Columbia). According to Symantec AntiVirus Research Center in Cupertino, California, this virus seems to have originated in Manila, Philippines, has a wide-spread distribution, and has infected millions of computers.

The virus sends itself to e-mail addresses in the Microsoft Outlook address book and also spreads itself into Internet chat rooms. It overwrites certain files on local and remote drives, including graphic image files and music files. The content of these files are replaced with the source code of the virus, thus destroying the original contents. The College lost all e-mail abilities for three days, and a number of users lost files.

After much hard work, CIT was able to remedy the situation and get the campus back on line. They scanned the e-mail server to delete all infected e-mail documents. They used voice mail messages and a web page to the entire Campus Community to

communicate the status of the situation and ways to recognize a virus. They also restored all graphic image files that were overwritten from the backup of Friday, October 6. Many of the 20 people who opened the attachment and activated the virus did not have use of their personal computers until CIT was able to rebuild their computers and get them back online.

What is a computer virus?

A computer virus is a program designed to replicate and spread



on its own, usually without a user's knowledge. Computer viruses spread by attaching themselves to another program, such as word processing or spreadsheet programs, or to the

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Report from the Planning and Budget Committee

Since its last update in April, the Planning and Budget Committee has met to address the following major items:

Staffing Needs. PBC has reviewed and made recommendations to the President concerning staffing needs in Community Service, Institutional Advancement, Computer Science, Music, German, and Physics.

Enrollment-Related Needs. PBC has reviewed the anticipated increased revenue and the increased program and facilities costs associated with a fall enrollment, which exceeded projections. The committee has endorsed requests for additional support in the Health Center, CIT, and the Athletics Department.

DCGS Enrollment. In connection with the Committee's review of fall enrollment, PBC has begun an examination of the continuing

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boot sector of a diskette. When an infected file is executed or the computer is started from an infected disk, the virus is executed. Often, it stays in memory, waiting to infect the next program that is run or the next disk that is accessed. Many viruses perform trigger events. While some of these trigger events are benign, others can be very costly and cause significant damage.

According to the International Computer Security Association (ICSA), diskettes are declining as a major source of virus infection, accounting for 68 percent of all reported infections in 1998 and 38 percent in 1999. E-mail attachments are the biggest source of viruses, the source of 56 percent of all viruses in 1999.

Most e-mail viruses are macro viruses, taking advantage of the ability of Microsoft word and Excel files to execute commands ("macros") embedded in the files, or Visual Basic Script (VBS) viruses, which are small programs written in Microsoft's Visual Basic programming language. Both arrive as attachments to e-mails. The computer that receives the e-mail cannot be infected unless the user actually

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News for the *Information Bulletin* is welcome from all departments. Any news pertaining to administration, faculty, and staff may be sent to:

Christopher M. Hess
Publications
1309 Main St.

The *Bulletin* is usually published twice monthly with a deadline of 12:00 p.m. on Thursdays. Call Chris at ext. 1362 to confirm.

opens the attachment.

How to protect yourself from infection

Viruses can be controlled at the desktop, the file server, the gateway, and on e-mail servers. Desktop and server anti-virus applications allow for virus scanning and detection on an on-going and periodic basis, as well as each time a file is downloaded or a computer is booted. More commonly, computer users have anti-virus software running full-time in the background, scanning all files and diskettes the moment they are accessed. As macro viruses proliferate, scanning e-mail attachments at the desktop is critical. To protect networks, monitoring attachments at the e-mail gateway is just as important.

In order to protect yourself and the College from future infections, please

- Do not open any files attached to an e-mail from an unknown, suspicious, or untrustworthy source.
- Do not open any file attached to an e-mail unless you know what it is, even if it appears to come from a friend or someone you know. Some viruses can replicate themselves and spread through your friends' address books.
- Do not open any files attached to an e-mail if the subject line is questionable or unexpected.
- Delete all chain e-mails and junk e-mails. Do not forward or reply to any.
- Exercise caution when downloading files from the Internet. Ensure that the source

is a legitimate and reputable one. If you are uncertain, don't download the file at all, or download the file and test it with your own anti-virus software.

- Update your anti-virus software on a regular basis. Over 200 new viruses are discovered each month.
- Back up your files on a regular basis. If a virus destroys your files, at least you can replace them with your back-up copy.
- Turn off the Windows Scripting Host, which enables Visual Basic viruses to run. Go into Control Panel, Add/Remove Programs, Windows Setup, Accessories. Windows Scripting Host is in the Accessories list. If it is checked, click on the checkmark to uncheck it, then click on OK. Your computer will want to reboot, so make sure you have saved your work before you do this.

By exercising these measures, you will help CIT prevent this occurrence from happening again. When in doubt about a file or an attachment, give the CIT help desk a call at extension 7929.



Faculty/Administrative Staff Activities

Dana Dunn, associate professor of psychology and chair of the Department of Psychology, gave a presentation on "Clever Charts and Graphs" to the 4th grade advanced math class at Clearview Elementary School in Bethlehem, as part of National Education Week, October 16-20. A major focus of the Bethlehem School District's new standards for math is on elementary statistics and graphing. Dana shared some classic graphs from the 18th and 19th centuries with the students, explained the role of simplicity in the presentation of data, and taught them two techniques from exploratory data analysis.

Dorothy Glew, reference and public services librarian, attended the Pennsylvania Library Association's annual conference, September 24-25, in Lancaster. Among the presentations she attended was one on the new crop of search engines, one on a successful collaborative approach to Information Literacy at Villanova, and one on assessing library instruction through student bibliographies.

Linda Kvamme, assistant dean of continuing and graduate studies, attended the third Transformative Learning Conference at Teachers College, Octo-

ber 26-28. The conference provides theorists and practitioners an opportunity to come together in community through authentic engagement with others who care about similar issues and face similar challenges.

Joseph Shosh, instructor of education, was named the first-place winner of the Kate and Paul Farmer Writing Award, given by the National Council of Teachers of English, for his article "Much Ado About Negotiation," which appeared in the July 2000 issue of *English Journal*. Virginia Monseau, editor of the journal, will present the award to Joseph at the secondary section luncheon of the NCTE Conference in Milwaukee on November 18.

Kay Somers, professor of mathematics, was an invited participant at the Statistics Disciplinary Workshop, held at Grinnell College, October 12-15. Twenty-five mathematicians and statisticians met to formulate recommendations about the mathematics background needed for an undergraduate statistics major, and about the statistics needed in an undergraduate mathematics major. A subcommittee of the Mathematical Association of America organized the workshop.

Paige Thompson, a member of the nursing faculty, has been selected by the American Association of Colleges of Nursing to participate in the End-of-Life Nursing Education Consortium Training project, June 21-23, in Cleveland.

International Education Week to be Celebrated November 13-17

United States Secretary of Education Richard Riley and Secretary of State Madeleine Albright have asked all institutions of higher education to observe the celebration of International Education Week during the week of November 13. International Education Week is part of a cooperative response by the Departments of Education and State to the presidential policy directive on international education. During this week, Moravian College will offer the following programs:

Saturday, November 11, Admissions Open House, Study Abroad Opportunities, 1:00 p.m., HUB

Sunday, November 12, International Film Series, *The Eel* (Japan), 8:00 p.m., HUB

Thursday, November 16, International Club Appreciation Tea Party for invited guests, 4:00 p.m., Main Hall, South Campus

For more information on any of these events, contact Cas Sowa, director of international studies, at extension 7847.



The Bulletin is now accessible on the Moravian College Web site. Please visit the site at www.moravian.edu/NewsInfo/bulletin/Bulletin.htm

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enrollment decline in the Division of Continuing and Graduate Studies. A number of questions have been generated which will be addressed at future meetings.

FY02 Budget Framework. PBC reviewed the recommendations to be made to the Board of Trustees concerning increases in tuition and mandatory fees for the 2001-2002 fiscal year budget. Refinement of the budget assumptions and the reconciliation of projected costs and revenue to produce a balanced FY02 budget will constitute a major part of PBC's work beginning in December.

Athletics Planning. Moravian's new athletics director, Paul Moyer, presented a preliminary report on his department's work to develop a master plan for athletics, recreation, and physical education. Paul will meet again with PBC later in the fall to present a more detailed program plan and budget projections. An updated facilities plan will be presented to the Board of Trustees in April.

Library Needs. PBC received a report from the library director, Tom Minor, on the library's continuing staff and program needs. PBC asked that these needs be prioritized and that the Academic Resources Committee be engaged in the review.

Review of Strategic Initiative Activity Proposals. PBC has begun the review of a number

of requests for funding of activities in support of the College's strategic goals and initiatives. These are activities, which, if funded, will be initiated in the current academic year. Review of proposals for activities to be undertaken in the 2001-2002 academic year will done in March 2001.

Future Agenda Items. In addition to planning and budget issues brought to PBC throughout the academic year, the committee will be addressing the status of the College's strategic goals and initiatives approved in 1997, planning and budgeting for athletics, recreation, and physical education, refinement of the FY02 budget, health care costs and support staff compensation, program fees in art and music, and plans for the Carnegie Foundation's reclassification of colleges and universities in 2005.

Minutes of PBC's meetings are posted on the campus network at <p:\plan\pbc\fall00>.

Student Affairs Update

Requesting Leave

Ashley Kimmet

Lisa Wright

Do Your Part to Conserve Energy

As fuel prices continue to rise, the energy industries are beginning to brace for an expected energy crisis this winter season. Facilities Services is asking the entire College community to begin to place energy conservation into their daily routine. "If we start to watch our P's and Q's now, it won't hurt us later", says Neil Reenock, manager of mechanical trades. "If you walk by an office or classroom with the lights on and the room is not in use, please turn the lights off. In addition, if your office building has a porch light that is on, please turn it off when you come in at the beginning of the day." By doing your part, you can help save Moravian added expenses while also helping to get us through this crisis unscathed.

