To: Michele Koontz, Administrative Officer
From: Nancy Mezey, Listserv
Date: July 19, 2013
RE: The SSSP Listserv

At the 2012 annual meetings, the SSSP Board of Directors approved a new listserv for SSSP. As stated on the website: "The purpose of the listserv is to facilitate discussion among current SSSP members and to serve as a place where members can seek professional advice related to the mission of SSSP; share related materials, including book reviews and events in the news; make related announcements, including events, job openings, activities, books, and call for papers; and offer other related intellectual food for thought." (http://www.sssp1.org/index.cfm/pageid/1625/)

In October 2012, SSSP's Graduate Research Associate and Webmaster, Lisa East, began setting up the listserv with the help of Michele Koontz and me (the Board appointed listserv moderator). We launched the listserv in early January 2013 by sending an email (see Appendix A below) to current members of SSSP.

Because of Lisa East's expertise, setting up the listserv went smoothly. The initial response to the listserv was very positive, with over 50 members joining in the first several days. Currently the listserv has 198 members. When members sign up, they receive a confirmation email (see Appendix B below). Inputting names into the listserv continues to be simple and quick. Therefore, the burden on the listserv moderator's time to input names and maintain the listserv is minimal. At times, we receive an error message regarding someone's email address. When this occurs, Lisa East checks the validity of the email to ensure that members of the listserv are also current members of SSSP.

Despite the nearly 200 members, members have not used the listserv to its full potential. Activity on the listserv in terms of postings and discussions has been minimal. In addition, because some people use email signatures that appear as attachments, one member complained that she cannot post to the listserv as she had hoped to.

Action Item: Given the above complaint and complication regarding attachments, and given the low usage of the listserv, I recommend that SSSP reconsider its position by allowing members to include attachments. I also recommend limiting the size of the attachments so that members' emails are not overburdened with large files being sent.

It has been a pleasure to serve as the founding Listserv Moderator during this first year. I look forward to serving during the upcoming year.

Many, many thanks to Lisa East and Michele Koontz. Lisa deserves the credit for setting up the listserv. Moderating the listserv is simple; developing the listserv was much more time consuming.

Appendix A

Welcome to the new SSSP listserv! I'm excited that SSSP now has a place where members can share thoughts on existing social problems, news events, social activism, books, position announcements, or anything else we think is relevant to SSSP and worth sharing with those on the listserv.

Just a few reminders about the listserv:
- When you want to reply to a message from the listserv, if you hit the reply button, your reply will only go to the person who posted to the listserv, not to the entire list. If you want to respond to the entire listserv, you will need to hit reply all.
- You cannot send any attachments on your emails to the listserv, but you can send links to other sites.
- You can receive emails from the list in either individual or digest format. The default is to receive emails individually. If you want to change that, you will need to go to the Subscriber's Corner, click on the "My Settings" tab. Then click on the Mail Settings dropdown menu and select "Digest".

Please let me know if you have any general questions about the listserv. You can contact me at nmezey@monmouth.edu or nmezey65@gmail.com. If you have technical questions about the listserv, you are better off contacting Lisa East, SSSP's fabulous Graduate Research Associate & Webmaster, at eeast2@utk.edu. Quite honestly, Lisa is the one who has set up and organized the listserv. I just add and delete names when asked to by our members.

Of course, no introductory email would be complete without a hearty thanks to Michele Koontz and Héctor Delgado, who make SSSP run so smoothly. And thanks again to Lisa East for all her help and expertise in setting up the listserv.

Here's hoping that SSSP and our membership can help create a more peaceful and sustainable world in 2013 and beyond.

Best Regards,

Nancy Mezey
SSSP Listserv Moderator

Appendix B

You have been added to the SSSP mailing list (Society for the Study of Social Problems) by Nancy Mezey <nmezey65@GMAIL.COM>.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to leave the list, then you will find the necessary instructions below. Perhaps more importantly, saving a copy of this message (and of all future subscription notices from other mailing lists) in a special mail folder will give you instant access to the list of mailing lists to which you are subscribed. This may prove useful the next time you go on vacation and need to leave the lists temporarily to avoid filling up your mailbox while you are away. You should also save the welcome messages from the list owners that you may receive after subscribing to a new list.

To send a message to all of the people currently subscribed to the list, just send mail to SSSP@LISTSERV.UTK.EDU, which is called the list address. You must never try to send any command to that address, as it would be distributed to all the people who have subscribed. All commands must be sent to LISTSERV@LISTSERV.UTK.EDU, which is the LISTSERV address. It is important to understand the difference between the two.

You may leave the list at any time by sending a "SIGNOFF SSSP" command to LISTSERV@LISTSERV.UTK.EDU. You can also tell LISTSERV how you want it to confirm the receipt of messages you send to the list. To send yourself a copy of your own messages, send a "SET SSSP REPRO" command. Alternatively, to have LISTSERV send you a short acknowledgement instead of the entire message, send a "SET SSSP ACK NOREPRO" command. Finally, you can turn off acknowledgements completely with the "SET SSSP NOACK NOREPRO" command.

Note: Subscription settings and preferences can also be set using LISTSERV's Web Interface. For more information on using commands or on using the Web Interface to set your subscription settings, see the List Subscriber's Manual at http://www.lsoft.com/resources/manuals.asp.

Contributions sent to this list are automatically archived. You can access the list archives at http://listserv.utk.edu/cgi-bin/wa?A0=SSSP. You may need to log in or get a password for the Web interface to view the archives.

This list is available in digest form. If you wish to receive the digested version of the postings, then issue a "SET SSSP DIGEST" command.

IMPORTANT: This list is confidential. You should not publicly mention its existence or forward copies of information you have obtained from it to third parties.

More information on LISTSERV commands can be found in the LISTSERV reference card, which you can retrieve by sending an "INFO REFCARD" command to LISTSERV@LISTSERV.UTK.EDU.