

A few pointers about the use of the VHALIT-DEP-L List:

We are a fully automated system once you're added. That is, whatever you send out will go directly out to everyone. No one monitors, edits, retypes, or resends the message. This is fast and easy. The only downside is that replies are also fully automated. Sometimes folks mean to make a personal or confidential reply, but that can only be achieved by sending it as a NEW message, addressed to the individual's private or personal email address. Be aware that any use of the term "reply" is read by the system as going to everyone.

To send a new message, simply type: VHALIT-DEP-L@WWW.LISTSERV.VA.GOV
Please attach your name, personal email address, affiliation and/or telephone number to allow someone to make a private or confidential reply to your message.

Remember that not all List Serve Members have large mailboxes, especially around the time of semester breaks and ADA Annual Meetings. Any type of graphic files including PowerPoint presentations may overwhelm space availability. Please do not attach any graphics or PowerPoint files to go out to all members of the list. Do feel free to offer such items to the List but have individuals request these and mail directly to them. This will help keep from getting repeating messages and overwhelming the server that handles the DEP List.

IF you activate your 'Out of Office Assistant' your list serve messages may bounce back to the list serve and your subscription may be suspended. There is an option I can activate that will keep you on the list serve and will not send you the e-mails. You need to send me a message requesting that I activate that option for you. When you are back in the office, you can send me another message and I'll switch the option back so you will receive list serve messages. You can then check the List Archives to see what message you may have missed.

When you go to **WWW.LISTSERV.VA.GOV** <http://www.listserv.va.gov> you will see the option **List Archives** on the left hand border

- * Click on List Archives
- * You should be asked to [create](#)/set a password for yourself.
- * Scroll down the list until you get to VHALIT-DEP-L
- * Click on VHALIT-DEP-L and you will see November 2007 and December 2007 as options. That will get you to the current list of messages.
- * Messages will be archived by month.

A Listserv etiquette request from users of this list is to respect this as a closed list in which users feel free to exchange information openly. As such, messages should not be

forwarded to nonmembers of the list. If you wish to share points with someone off the list, please paraphrase and avoid identifying any individuals. If you wish to quote someone, please contact that person directly and privately and ask permission first. The purpose of the list serve is to allow open and frank discussion of important issues in dietetic education; as such, the list is NOT open to students. You may freely share concepts and streams of discussion but not direct messages. Another etiquette request some have made is not to use this as a campaign media. From time to time, other issues are likely to be raised.

Job/Positions Announcements: Announcements of positions in dietetic education are most welcome to be posted. Please provide a private address to which replies should be directed. Job announcements for entry-level positions such as for program graduates should be directed at other ADA related list serves through the ADA Home Page as well as on this listserve.

Announcements of Open Houses are welcome on the list. Please download, print, and post to students rather than directly forwarding.

The ADA adheres to its position of strongly discouraging its members from discussing fees or exchanging fee information (this includes salaries), especially on the Electronic Mailing Lists or Listservs provided by the ADA. While some may view the exchange of fee information as innocuous, or even beneficial, there is ample case law that demonstrates that prosecutors and courts may interpret an exchange of fee information to be an implicit agreement among competitors to set fees, especially when followed by the competitors' adoption of similar fees. The ADA wishes to protect its members from engaging in conduct that may be perceived to be questionable or even illegal. It is incumbent upon any professional association to ensure that the organization itself is not being utilized to achieve illegal or improper purposes.

If you have any questions or concerns, please let me know.

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