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LMIS Meeting Minutes
Tuesday, December 6, 2016

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Attendees: James Bernhard (Chair), Zaixin Hong (note-taker), Linda K Williams, Lisa F Wood, Andrew W McPherran, Jane Carlin, Jeremy L Cucco, Lauren Nicandri, Kate Cohn

Bernhard called the meeting to order at 8:33 am.

Minutes from the previous LMIS meeting were approved. Bernhard noted that the Senate Charges to LMIS in 2016-2017 academic year would be enclosed in today's minutes.

In scheduling of a meeting time for next semester, the committee agreed that it will be from 8: 15 am to 9:15 am on Tuesday twice a month. Bernhard consulted with Cohn who took over Associate Dean Martin Jackson's role as an ex-officio in LMIS about the dates and locations for the events. After the meeting Cohn sent in the confirmed information as follows:

1/31   TS Conf Rm (McIntyre 008)
2/14   HR Conf Rm (Howarth 016)
2/28   TS Conf Rm (McIntyre 008)
3/21   HR Conf Rm (Howarth 016)
4/4   HR Conf Rm (Howarth 016)
4/18   HR Conf Rm (Howarth 016)
5/2   HR Conf Rm (Howarth 016)

Bernhard invited Carlin to update the redistribution of spaces in Collins Memorial Library. Carlin mentioned that the miscellaneous materials on the lower level (basement) of library adjacent to the Tech Center will be discarded for a new space open to students. A 3D printer and a laser cutter will be installed in the multifunctional space, which will be ready for students to use in the fall of 2017.

CIO Cucco continued updating on technology happenings at Puget Sound. In answering Bernhard's question about the ongoing search for four opening positions, Cucco said that Sarah Johnson, who has 35 years of working experience, took the position as the Print & Copy Services Manager after a competitive selection process two weeks ago. Cucco will inform the committee about other search processes and their results next time.

Cucco began with a briefing of Item 2 about vDesk in the list of his "Technology Services: State of the Union". Because vDesk is too costly, so it will be taken down by ending support contractor relationship. His team is seeking for a better alternative with a multimedia switch. The computer with the new monitor will be a standard for the university, open to any user on campus.

In regard to Carlin's note on a seamless transition of printing in Item 3 in his list, Cucco explained why we will still use vDesk to log in while we migrate off of vDesk and allow for local printing.

As for Item 4 EPR, both Wood and Carlin raised the issue of standardization for our students to have a laptop. Cucco said we need to lower the bar and his team is providing some recommendations about the right equipment for the students.

Speaking of Item 5, Cucco explained that "Analytics" means a lot of things. The original system may be ill suited for our purpose. Moodle, PeopleSoft, and Oracle Analytics collected tons of data, but the latter blocks things only for its own business, with no information available. It is a separate tool. His team is seeking for additional assistance from industry partner, and the routine is to have a third party to evaluate how we understand all the data. Cucco mentioned that Consultant Tableau Software, which is used by hundred schools, including Harvard, Penn State, etc. is the company No.1 in the business and headquartered in Seattle. Proof of Concept (POC) performed on Tableau is working with Intermediate Representation (IR), a computer data structure. Cucco noted California State University (CSU) System is more cooperative, predicting students' success with a good study habit.

Bernhard raised the issue about what we analyze. Carlin added that as a unit Puget Sound can put the good study habit issue in a national perspective. For instance, both freshman and sophomore years are stressful time, and the data can show how our students cope with it with success. Wood asked for an example. Based on the study of Institutional Research directed by Ellen Peters, Cohn showcased a piece of information that we know about the patterns and trends that students may withdraw after Midterm due to a medical or financial issue.

Wood asked about an interdepartmental issues: How can one department differ from the others in regard to her students' academic performance? In other words, how do we see the data as a university, not as a set of departments? For example, she cannot get the grade of her advisees from the Department of Art and Art History. Without the proper distribution of relevant information, we cannot see the whole picture of our students' academic growth.

In respect to Item 7 Multimedia, Cucco addressed issues about electronic classroom upgrades. He explored new digital signage options by using the podium of our meeting room as an example, illustrating how his team is looking for a more efficient, cheaper, and user friendly device that is most appropriate for us to work with. Bernhard asked whether computer is still necessary when more people are using the smart phone and other devices. In checking the digital signage environment of the meeting room, which includes DVD, Blu-ray, etc., Cucco explained why we are ready to facilitate users' rapidly changing demands.

Bernhard thanked Cucco for delivering the informative "State of the Union" this semester and for all LMIS committee members' contributing efforts. He planned to invite Ellen Peters to come to the committee next semester so the conversation will continue.

Adjournment at 9:26 am.

Appendix: LMIS Charges

1. To develop general policies, procedures and plans in collaboration with the Library Director and the Chief Technology Officer.

2. To provide recommendations and advice to all parts of the University community on the role of the library, media and information systems in support of the academic program.

3. To review periodically the mission and objectives of the library and information systems and to recommend such changes as are needed.

4. To review periodically the collection development plan for the library to ensure that a balanced collection is maintained for effective support of the academic program.

5. Such other duties as may be assigned to it by the Faculty Senate

6. In addition to the ongoing charges in the Faculty Bylaws (Items 1-5), the Faculty Senate charges the LMIS Committee to work with Institutional Research and Technology Services to review existing and, if needed, develop policies concerning the appropriate use of institutional data on campus.