Library, Media, and Information Services Committee
Meeting Notes for 11/3/2017

<u>Present</u>: Sam Berling, Jane Carlin, Kate Cohn, Sue Hannaford (note taker), D. Wade Hands, David Latimer, Ann Gleason

The meeting was called to order at 1:04 pm

The minutes from 10/20/2017 were approved with minor corrections.

<u>New Business:</u>

1. The committee took up a request from the faculty senate to explore options for making a campus directory available to staff and faculty. Jeremy Cucco said there currently exists a way to find contact information through Outlook. He demonstrated this capability for the committee, connecting to Outlook through vdesk and then searching for individuals by name, job title, and department.

    Cohn stressed that if we recommend using the search features in Outlook as the solution to the lack of a published campus directory that it will be essential to make sure that all academic departments and all offices are easy to find.

    Prof. Hands suggested that it would be useful to provide an email with some simple tips on how to find people's contact information using this system. Cucco stated that when the decision was made to remove the old campus directory, HR sent out a campus wide email which included some screen shots demonstrating how to search for a contact via Outlook. Cucco then suggested that the LMIS committee could redistribute the information in that HR email through faculty coms and staff coms.

    Cucco also mentioned that Technology Services is planning to do a brown bag service, open to everyone, they will be advertised through Open Line, and that searching for contact information could be one of the topics. Ann Gleason said that Technology Services might be able to create a link to a page which would appear whenever someone on campus searched the Puget Sound website for a directory.

    Hannaford said that she would share this information with Senate-liaison Fox-Dobbs.

2. The committee resumed its discussion of security practices around storage, retention, and purging of institutional data by faculty and staff. There was general consensus that the LMIS committee should work to produce a document summarizing best practices document this year.

    Cucco shared that he is currently taking a FERPA class. He stated that FERPA presents an ever-evolving approach to how to handle data, and for that reason he cautioned against

codifying a set of practices as a formal policy, but was supportive of a document to walk faculty through practical issues of how to deal with confidential information.

Cohn said it would be useful to collaborate with other places around campus. As the committee works towards formalizing a set of practices, we might learn a lot from how other entities on campus (e.g., institutional research, registrar, student affairs) handle sensitive information.

Hands asked if drafting a faculty-only document would be good. Cucco supported this suggestion, since faculty may not be subject to some legal requirements as other campus departments (i.e, finance). Cucco stated that for faculty much of the best practices will revolve around when and how to retain student information, protect privacy, and get rid of resources in a safe and timely manner.

Because at this point the meeting was approaching its end, Hannaford suggested that she create a shared document that would allow the committee to begin drafting a set of best practices for security practices around storage, retention, and purging of institutional data by faculty. She suggested that this serve as the focus for the next LMIS meeting.

The meeting adjourned at 1:54 p.m.

Respectfully Submitted,

Susannah Hannaford