Minutes of the LMIS Committee for November 17, 2017

Present: Sam Berling, Jeremy Cucco, Ann Gleason, David Latimer, Janet Marcavage, Sue Hannaford, Lisa Wood

The meeting was called to order at 1:05 pm.

For the next meeting of the LMIS committee, Kristen Spiese will be present to discuss changes to the mypugetsound page.

The committee opted to defer approval of the previous meeting's minutes until next meeting.

New business:
Cucco discussed a change regarding the LMIS committee's decision not to pursue the publication of a faculty and staff directory. Cucco informed the committee that Human Resources will create a spreadsheet directory hosted on the Puget Sound website, updated once a semester. Cucco addressed some challenges with the directory. He wants to encourage exclusive electronic use so that there will not be an increase in print count associated with this directory. He also stressed the need to keep the directory behind a firewall and to discourage emailing the file to avoid outside solicitors from gaining access to it.

Cucco then addressed the issue of printing on campus. The Sustainability Advisory Committee has discussed the impact of printing on campus, particularly from an ecological viewpoint. It was found that the print count in one year's time was around 4.6 million pages which equates to roughly 4 pages/person/day or 20-40 pages/person/day if we exclude summer months.

Wood asked what documents figure into the print count; in particular, do course packs count? Is the pressure to keep print count low in the interest of sustainability or economics?

Cucco said that all materials printed on campus (including course packs, but excluding all Print & Copy Services printing) are included in the print count figure. Also, the motivation for reducing printing volume is both ecological and economic. He wants to encourage campus members to think about whether documents can be managed digitally, rather than printed. Digitally storing documents has an associated cost (hard drive space, associated power costs, management costs, etc), but the costs are not as great as those associated with printing. Cucco hopes to make people more cognizant of their printing choices so that resources can be better used.

Wood emphasized the importance of printed course documents because it is important for students to annotate their assigned readings.

Hannaford added that, in the future, the committee might explore the software and technology that best facilitates the annotation of digital documents. She also sees great value in the marking up documents by hand.

Wood commented that the present way in which students use digital documents is not optimal. She finds they often just cut and paste text in an electronic document rather than taking notes

on the document by hand. Writing by hand activates the brain differently and has educational benefit.

Cucco said that staff and faculty need to talk to students about printing documents versus managing course materials electronically. Students are immersed in technology, and we might need to discuss how to effectively interface coursework and computers/technology.

The committee shifted topics to discuss drafting a document for best practices regarding the handling of sensitive data. To frame the discussion, we used the shared draft document generated by Hannaford based primarily upon the "best practices" document from the University of California, Santa Barbara. Additionally, the draft would include a discussion of legal requirements (as outlined by FERPA).

Wood suggested that we get permission from UCSB to modify their document so that we don't spend too much time generating something from scratch. Gleason added that library staff might have a good summary of FERPA requirements that we could use, or we could add web links to FERPA requirements summarized elsewhere.

Wood felt that we should begin with the guiding principle that we, as faculty, should take care in storing documents that might contain personal information or cause harm for students and faculty if they got out. We could also add a suggested time limit for retaining such documents. Wood also suggested the practice of using a student's initials in emails as an attempt to de-identify the student, but Cucco countered that this doesn't legally meet the standard of de-identification.

From a student's perspective, Berling added that he does care about keeping health records confidential but is not really concerned about the confidentiality of most of his academic materials.

Following a discussion about email storage, Wood commented that it was useful to know that health information communicated by a student via email does not have the same protection as the HIPPA-compliant practices in CHWS.

The meeting was adjourned at 1:50 pm.

Respectfully submitted,
David Latimer