

**Library, Media, and Information Services Committee**  
Meeting Notes for 4/3/2018 (Approved)

Present: Jane Carlin, Kate Cohn, Sue Hannaford (Chair), D. Wade Hands, David Latimer, William Kupinse, and Lisa Wood (Note-taker)

The meeting was called to order at 9:00 a.m.

The minutes from our meeting on March 20th were approved with minor corrections.

New Business:

1. The chair announced that our final report is due on April 30<sup>th</sup>.
2. Committee members discussed plans for finalizing our document on security practices regarding storage, retention, and purging of confidential and sensitive data. The committee to wrap-up our work on the document and forward it to the faculty senate for their review and decisions about implementation and/or piloting. The committee plans to review final drafts of the document, table, and glossary at the next meeting.
3. Members suggested ideas that the senate might consider as next steps, most agreeing that a broad-based approach would be helpful and require thoughtful planning and consideration of multiple perspectives.
4. In our discussion of implementation of the “best practices” document, faculty raised related issues and possible avenues for implementation that might be considered including:
  - The role of LMIS in the implementation process; the committee hopes to move on to other topics and projects for the coming year.
  - Possibilities for an open forum in Weds. at Four or other settings
  - Referring the document to Professional Standards, CHWS, CWLT, Data Standards, Student Accommodations Office, Registrar, and HR for feedback.
  - Considering the issues of creative products with multiple authors. One faculty member raised the issue of intellectual property rights and impacts on storage and dissemination of co-created materials, such as recordings of live music and theatre performances, podcasts, written work and other products.

The meeting adjourned at 9:50 a.m.

Respectfully Submitted,

Lisa Fortlouis Wood