

## Minutes of the Library, Media, and Information Services (LMIS) Committee

09-12-11

In attendance: Jane Carlin, Gabe Davis, Alyce DeMarais, Tim Hoyt, Pierre Ly, Gerard Morris, Mark Reinitz, Cindy Riche

1. Call to order by Kriszta Kotsis, Senate Liaison. Kriszta called the meeting to order and facilitated the selection of the chair.
  
2. Selection of the chair: Pierre Ly agreed to serve as chair for the fall semester. The Committee reviewed the charges as recommended last year: print management, copyright and implementation of the vDesk. The Senate will provide an updated charge in the next few weeks.
  
3. Secretary selection: It was agreed that the duties of the secretary will be rotated in alphabetical order throughout the semester. Jane Carlin will take the minutes for the 09-12-12 meeting.
  
4. Approval of minutes of the April 13, 2011 meeting (attached). The minutes were approved with the following correction: On the last page, under Major Accomplishments: [William and **Jane** recommend the university purchase a license that covers copyrighted material]
  
5. Demonstration of the Sound Net LMIS team site: Cindy Riche provided an overview of the Sound Net site. The site replaces the LMIS Wiki and will serve as the official repository of Committee documents.
  
6. Print Management update: Cindy provided an overview of the Print Management system. The University selected the service PaperCut. This service was installed over the summer. Many questions and concerns were expressed about adoption of print management.
  - Responses to faculty survey about printing: Pierre Ly referenced this survey that reflected faculty have strong pedagogical reasons for how they structure class readings that impact printing.
  - A general discussion about the creation of course packs vs. Moodle links brought up issues of additional work for copy services and the need to address copyright clearance issues.
  - The process of reading online and the ease in which technology allows online note taking and commenting was also discussed.
  - Cindy shared documentation about printing from the first two weeks of class those documents that a small percentage of our students are printing large files, but these large files have caused considerable disruption with the technical configuration of the PaperCut system.
  - The Committee discussed the importance of a communication plan to faculty and students in a timely manner.

7. Distribution of final versions of Technology Services policies. The policies discussed last year have been reviewed by the Board and accepted with minor revisions. Cindy will correspond with President of the Faculty Senate to assure they are compliant with the revisions.

8. vDesk, labs and classrooms: Cindy provided an update on the vDesk system. Several faculty and students have expressed concerns associated with the vDesk. Cindy discussed how the vDesk implementation issues were directly tied to printing issues and TS has identified and corrected the problem. It was suggested that more education and guidance in the vDesk system would be beneficial to the user community.

9. Other business: No other business was discussed.

10. Adjournment: It was decided that the Committee would meet every other week. The next meeting will be on September 26, 2012.

Respectfully submitted,

Jane A. Carlin

(Imisminutes9/12/12)