

Minutes of the LMIS Committee
March 7, 2013

Members in attendance: Jane Carlin, Ian Fox, William Morse Jr, Cindy Riche, Bryan Smith (guest)
Guest: Travis Nation (Optimize Project)

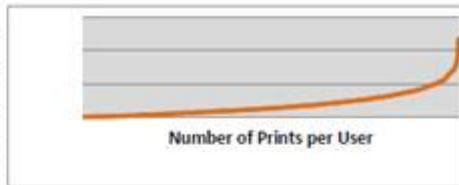
1. Jane Carlin agreed to serve as secretary for this meeting.
2. The minutes of the 2-20-13 meeting were approved.
3. **Report on PeopleSoft:** William provided an overview of the PeopleSoft project and timeline. Travis Nation distributed a Project Update (attached to the minutes) that provided current information on the work of the Campus Solutions, Human Resources and Financials Team. Puget Sound is meeting time and budget deadlines. Many individuals are working to ensure the successful implementation of this project. Currently, faculty training on the Campus Solutions module is taking place. The system will eventually offer enhanced capabilities to both students and faculty including the ability to see core requirements, allow students to map out their majors and even help manage classroom availability. Access to information will be based on the same standards that are currently in place within Cascade. Travis and William expressed appreciation to the Associate Deans for their assistance in implementation and training.
4. **PrintGreen:** Cindy Riche provided a detailed report on PrintGreen. The following is an excerpt from an email sent to LMIS Committee outlining her comments:
 - The numbers for fall semester are complicated by the fact that we had several technical issues, as you remember. So these numbers may actually be a bit inflated (i.e. some people were charged with prints, but didn't get actual prints out of the system. This is part of why we turned PrintGreen off for students early in the semester. We continued to count prints, but students were not charged until mid-semester).
 - There was one student in fall semester that had 24,077 prints. Wow. That particular individual's number of prints for this semester is only at 210 so far. Phew!
 - The number of prints as of this week of Spring Semester is less than the first semester, which is what we had hoped to see (less waste)... the system is influencing students not to print as much. It will be much more useful to compare the final numbers for spring at the end of the semester.
 - The graphic in the box below is just illustrates that both semesters' data are following the same trend lines... most users are printing much less and only a few are printing a whole lot. There are no numbers on the axes on that because it represents both semesters (and the numbers differ).

PrintGreen Stats as of 3/7/13

	Fall Semester, 2012	So far Spring Semester, 2013
# of users printing 750 or less:	2393 (of 2736 total users)	2450 (of 2468 total users)
% of users printing 750 or less:	87%	97%
Average # of prints	364	183
Add-Credit # of transactions	82*	28
Total Value of Add-Credit Transactions	\$543	\$482

* Indicates a large number of low value add-credits

# of prints	# of users who printed this # of	
0-100	671	1008
101-200	443	590
201-300	401	364
301-400	291	233
401-500	226	123
501-600	177	73
601-700	128	42
701-800	103	20
801-900	69	10
901-1000	72	3
1001-1100	36	1
1101-1200	35	2
1201-1300	32	0
1301-1400	25	0
1401-1500	5	0
1501-2000	16	0
2001-3000	4	0
3001-4000	1	0
4001-5000	2	0
5001-7000	1	0
24,077	1	0



- Report on the Library Archives Working Group:** Jane reported that the group has been formed. Denise Despres, Katherine Smith, Laura Edgar, Tim Hoyt, Amy Fisher, Peter Wimberger and Peggy Burge. Jane and Katie Henningsen, Archivist/Digital Collections Coordinator, have sent the working group as well as other faculty working in Archives and Special Collections a short survey. They will compile the results and bring the group together for discussion and review in mid-April.
- Recommendations on Faculty Senate Charge #6:** Jane provided the following update about librarian support of information literacy. Librarians now serve on the Curriculum Committee, the working group of the CC to review FYE seminars, the Prelude Planning Committee and are also participating in the organization of the May CETL workshop that is focused on writing. In addition, we continue to partner with CETL to provide assistance to faculty in the FY seminars to

expand their understanding and integration of IL. We have also participated in relevant Wednesday@4 sessions and updates about information literacy are often included in the monthly *Collins Library Links* which is distributed to faculty. Librarians continue to reach out to departments and some department specific presentations have been made. We are also running a pilot project with colleagues from Lewis & Clark College to review senior history theses and evaluate for evidence of research skills and develop a rubric for assessing competencies at the senior level. Jane also made the following recommendations. While there was general support, there was no formal endorsement due to the limited time for discussion.

- Consider annual funding for the Library to host a workshop for faculty on information literacy. This workshop could be collaboration with Educational Technology colleagues and address both digital, media and information literacy. The current May workshop offered for faculty is focused on writing and there is no such program on campus for faculty that addresses information literacy or digital literacy. This type of workshop could appeal to new faculty or faculty who are updating skills and syllabi to reflect current educational trends. Modest funding that would provide food and support materials would be required.
 - Encourage department heads to schedule information literacy discussions once a semester in regularly scheduled faculty meetings.
7. **FERPA Discussion:** Cindy shared some general information on FERPA and there was discussion about how to best share information with faculty. It was suggested that the Dean's Office share a general message about FERPA at the start of the academic year. Additional information about FERPA was distributed via email by Cindy outlining some select links to FERPA resources already available on our campus website.
- Using Cloud Service Providers and FERPA on Technology Services website (with links to pages on "The Cloud and My Classroom" and "Social Media and My Classroom"): <http://www.pugetsound.edu/about/offices--services/technology-services/help--support/using-cloud-services/>
 - FERPA Tutorial on the Academic Advising website: <http://www.pugetsound.edu/academics/academic-offices/academic-advising-registrar/know-educational-rights/ferpa-tutorial/>
 - Students' FERPA Rights: <http://www.pugetsound.edu/academics/academic-offices/academic-advising-registrar/know-educational-rights/>

Respectfully submitted,

Jane A. Carlin
Library Director