

LMIS minutes, November 22, 2013

Present: Denise Despres, Martin Jackson, Nick Kontogeorgopoulos, Emily Menk, William Morse, Cindy Riche, Bryan Smith, John Wesley

Despres convened the meeting at 3 pm. The minutes from November 8, 2013 were approved.

The committee considered possible means to communicate Optimize progress to the faculty. Kontogeorgopoulos stated that he had asked for William Morse and Travis Nation to attend a faculty meeting to answer questions about the implementation of People Soft, but they were unable to attend the faculty meeting of November 18th. Morse stated that Dean Kris Bartanen had told him that the next faculty meeting, scheduled for February 3, 2014, would be devoted to a big agenda item, and that it would perhaps be advisable to attend a Faculty Senate meeting. Kontogeorgopoulos expressed the view that whether Morse and Nation attended the Senate meeting or not, it would be helpful to attend a full faculty meeting to discuss the implementation of People Soft.

Morse and Riche agreed that the best way to express a concern about something specific related to People Soft is to contact the Service Desk, either by phone or by email. This enables Technology Services to register concerns in a systematic way. Morse stated that a progress update would soon go out to faculty by email. Morse also informed the committee that a 'priorities list' would be posted online before January. The purpose of posting this list is to give faculty an idea of the kinds of specific issues being addressed by the Optimize team, as well as to give faculty an indication of their relative importance. Riche said that there are 55 student staff members of Technology Services, and these students provide good input to the Optimize team regarding issues of concern to students. As the student representative on LMIS, Menk was asked about the most pressing problems that she had encountered as a student with People Soft. She stated that figuring out how to access financial aid information was confusing. She also expressed frustration with not being able to hit the back button on the browser whilst in People Soft. Morse responded by saying that unless Oracle changes that feature, we are stuck with this problem because it is a built-in feature related to permissions.

Morse informed the committee that after the holidays, a patch would be applied to People Soft that will prevent faculty advisors from removing their students' financial holds. (Several faculty members had complained recently that they were able to see students' private financial information on People Soft.)

Discussion then turned to Charge #12: "Consider raising the page limit to Print Green for students in graduate programs." Morse explained that because implementing different quotas for different groups of students was difficult and costly to implement, it was decided when the Print Green initiative went into effect that a blanket quota would be applied instead (he also indicated that Puget Sound's quota was generous compared to many other institutions). Morse informed the committee that Puget Sound students print 350 pages per semester, which is far below the 750 quota allocated each semester to all

students. The committee recommended that due to cost of implementation, as well as equity in the campus community, that the page limit should remain the same for all students. One reason for this recommendation, aside from the cost and technical difficulty of applying different quotas, is that students would resent it if some groups were given higher printing quotas. However, after hearing about possible options for the printing of course materials, including on-demand printing of coursepacks, from Riche, the committee recommended that Riche and the other members of the Educational Technology team consult with particular programs on possible ways to reduce printing costs for students.

After a brief discussion, the committee decided that the current policy of requiring due dates for non-Summit library materials checked out to faculty should remain the same (charge # 11).

For the remainder of the meeting, the committee discussed its remaining charges. It was noted that charge #3 (“Develop a preservation strategy for digital archives in order to preserve the electronic history of the university”) and charge #6 (“Explore the feasibility and make recommendation about the establishment of a Humanities Teaching Lab at the Archives and Special Collections, building on the 2012-13 LMIS Committee report”) were postponed until next year due to the lack of time and resources among Technology Services, which is currently very busy with the implementation of People Soft. The committee discussed charges 8 and 9, which involve collaborating with the Professional Standards Committee (PSC) to assess, respectively, the viability of electronically-administered Instructor and Course Evaluation Forms, and the viability of electronically submitted faculty evaluation files. Although Morse stated that we currently possess the technology (through Moodle) to administer electronically-administered evaluations, Riche stated that it would be helpful to have an idea of faculty concerns and wishes regarding electronically-administered evaluations. Kontogeorgopoulos agreed, stating that a conversation is required among the faculty as a whole to determine whether there is an interest in pursuing electronically-administered evaluations, and to assess how, when, and why they should be employed. It was agreed that the committee should wait until the PSC gathers faculty input, and then once this input is received, proceed with a discussion about the feasibility of implementation.

Lastly, regarding charge #5 (“Continue to support initiatives to raise awareness and use of Archives and Special Collections, building on the 2012-2013 LMIS Committee report”), it was noted that several members of the committee (Despres, Fisher, and Wesley) had brought students to Archives and Special Collections. Despres and Wesley commented that Archives and Special Collections provide valuable hands-on experience to students in the Humanities.

Despres adjourned the meeting at 4:00 pm.

Respectfully submitted,

Nick Kontogeorgopoulos