LMIS Meeting Minutes

September 15, 2015

Attendees: James Bernhard (Chair), Zaixin Hong (note taker), Eli Gandour-Rood, Martin Jackson, Patrick O'Neil, Cindy Riche, Melanie Schaffer, Benjamin Tromly, Linda Williams

Bernhard called the meeting to order at 3:30 pm. He set up the schedule of the remaining meeting dates for LMIS this semester:

      September 29
      October 13
      October 27
      November 10
      December 1

All of these meetings will be in McIntyre 008 (the TS conference room) at 3:30pm (until 4:30pm). He confirmed that committee members will take the minutes according to the alphabetic order of their last names.

Bernhard opened the discussion of the year-end report (related old Charges see "Report LMIS Charges 2014-15" in Appendix I) and probable Senate Charges for the coming year.

As for **Charge** #1: Bernhard noted that LMIS mostly focused on the faculty library fines last year with the officially made changes. Gandour-Rood reported that the transition to using PRIMO in the library started last year went smoothly, with a successful implementation for all 37 Orbis-Cascade Alliance Institutions celebrated during the summer. Jackson encouraged to having students to get their input to the implementation. Williams asked whether our library has a survey about faculty's experience with the new system. Gandour-Rood mentioned that the library will be administering the national LibQUAL+ survey in 2015, which will include questions about local Collins resources such as Primo (More updates see Carlin's email dated September 18 in Appendix II).

As for **Charge** #2: Bernhard noted that the Charge will go on for a while. He, Associate Dean Jackson, and Senate Chair Tubert are working with the PeopleSoft team for implementing things in MyPugetsound and getting better sense from the users. Riche added that after move to MyPugetsound, extra fund will be used to prioritize the continuous improvement of PeopleSoft.

As for **Charge** #3: Tromly observed whether there shall be more computers or more books in library space can generate a good discussion in the coming year. Gandour-Rood noted library has a set amount of space to deal with ever-growing book collections. Tromly questioned whether LMIS has voting power in regard to what we shall be doing on the library development decision.

As for **Charge** #4 & **Charge** #8: Having involved in the Digital Humanities Committee, Bernhard said that he will keep the committee updated about the development of "a preservation strategy for digital archives of faculty research and university documents." Jackson mentioned

that past Puget Sound presidents had a great number of paper documents, yet President Thomas's administrative archives are mostly electronical.

As for **Charge** #7: Riche pointed out that Mahara is a companion program to Moodle, made for the particular group. Bernhard asked for an example. Riche mentioned the two presentations during the summer: one is from Dean Bartanen's group, the other from Moose's team, using Mahara as a potential tool to create the current portfolio. Bernhard noted that the experiential learning initiative might be using Mahara.

As for the unfinished **Charges** #4, #5, and #8, Bernhard cared about the analytic features of the collected data. He pointed out that it is important to have a cohesive guideline to use the data for protecting privacy. Riche made the related updates. Over the summer, she and Morse worked with Dean Bartanen to address the data security issues. Bernhard noted that LMIS shall have the discussion by inviting Ellen Peters, William Morse, and Cindy Riche to talk about related topics.

4. Adjourned at 4:14 pm

Appendix I: Report LMIS Charges 2014-15
To: Faculty Senate
From: James Bernhard, Chairperson LMIS
Concerning: Report LMIS Charges 2014-15
Date: May 11 2015

Dear Colleagues:

The following is a summary of our responses to the Faculty Senate Charges. For further information, I encourage you also to consult the LMIS minutes posted on SoundNet.

For your convenience, I will now address the issues by charge:

1 **Charge**: *Provide guidance to the library as they implement the Shared Integrated Library System (SILS) Communication Plan.*
During the Sep 9 2014 meeting, Jane Carlin discussed with the committee the implementation of the SILS, which was completed in Jul 2014.

2 **Charge**: *Continue to monitor the implementation of Optimize, solicit feedback on areas for system improvement, and keep the Faculty Senate informed about progress.*
LMIS received updates on the implementation of Optimize from Travis Nation, M.K. Smith, William Morse, and Jeremy Cucco during the meetings on Sep 9 2014, Oct 7 2014, Nov 11 2014, and Mar 11 2015. In particular, the committee was kept up to date on the MyPugetSound portal, which went live in Oct 2014, and which has greatly improved the interface to PeopleSoft.

Also, the committee was updated on the move of Admissions to PeopleSoft in Mar 2015, including the many challenges and benefits of this move. During this discussion, the committee was informed that much more data would be available about students applying to the University

of Puget Sound. This prompted questions about whether we have campus policies about appropriate use of data, and that matter was discussed further during the Apr 8 2015 LMIS meeting. During that meeting, Ellen Peters and William Morse explained that some policies are already in place but agreed that further policies should be developed. (See the requests for charges below.)

3 **Charge**: *Continue to monitor the "competency trap" and consider the ways in which our research collections and space might evolve to meet student and faculty needs.*
During the Sep 23 2014 meeting, the committee discussed library plans to create group learning spaces and support new technology. Jane Carlin gave suggestions on ways the library might accomplish these goals. Further updates on how the library is working to achieve these goals were given during the Feb 25 2015 meeting and during the Mar 25 2015 meeting, in which Jane Carlin gave a detailed presentation of library renovations that are being planned, and the committee then discussed these planned renovations.

4 **Charge**: *Continue to develop a preservation strategy for digital archives of faculty research and university documents.*
The committee did not discuss this charge separately but only in the context of Charge #3.

5 **Charge**: *Continue to support initiatives to raise awareness and use of the Archives and Special Collections.*
The committee did not discuss this charge.

6 **Charge**: *Reconsider the 2014 announced process for applying library fines to faculty.*
This charge was our single largest item of business for the year. Because the library fines policy affects faculty so directly and because there is a wide range of views on how fines should be applied, this issue went beyond just the LMIS committee. The committee itseslf discussed the issue during the meetings on Sep 9 2014, Sep 23 2014, Nov 11 2014, Dec 2 2014, Jan 30 2015, and Feb 25, 2015. As a representative of LMIS, James Bernhard attended the faculty meeting on Nov 11 2014, in which library fines were discussed.

Taking into consideration the discussions within the committee and among the full faculty, Jane Carlin proposed and the committee accepted (on Jan 30 2015) a revision of the library fines policies that includes: a longer loan period, maintaining the proposed billing process without the penalty of late fees (except on ILL/Summit materials), and a provision that emphasizes that Library circulation staff will work closely with individual faculty members to accommodate research needs and exercise flexibility.

7 **Charge**: *Develop a plan to promote the use of Mahara, an e-portfolio system, both for student experiential learning and for traditional academic information.*
During the Nov 11 2014 meeting, the committee discussed how Mahara might be used more widely on campus. Various suggestions were made, such as: adding Mahara to the myPugetSound portal, having advisors increase awareness of the tool, and getting Career &

Employment Services involved in promoting Mahara's use. No concrete plan for increasing Mahara use was developed, however.

8 **Charge**: *Discuss ways in which LMIS can support collaborative activities on campus such as NW5 digital humanities projects.*
The committee did not discuss this charge.

Because Charge #6 turned out to require much discussion and work on the part of LMIS, the committee did not get to Charges #4, #5, and #8 this year. These seemed like good charges for the committee to have, but they were lower priority than Charge #6.

Requests for future charges:
Based on the committee's discussions of data use in the context of Charge #3, the committee would like to work with IR and TS next year to develop policies to guide and/or govern the appropriate use of data on campus.

Committee size and workload:
The committee seemed to have a suitable number of members for its workload. LMIS needs enough members to fuel discussions, but it does not have a lot of regular subcommittee work that needs to be divided among its members, so more members are not needed.

None of our workload seemed superfluous, and as detailed above, we had more (but not too much more) business than we could attend to during the year.

Appendix II: LMIS Updates

From: Jane Carlin
Sent: Friday, September 18, 2015 12:34 PM
To: James Bernhard - jbernhard - external address; Martin Jackson; Zaixin Hong; Patrick H O'Neil; Benjamin Tromly; Linda K Williams; Melanie A Schaffer; William Morse Jr; Ariela Tubert; Jennifer Utrata
Subject: LMIS Updates

Hi Everyone. Eli updated me on this week's meeting, so I wanted to share some additional information about topics that I understand were discussed. (As an fyi – it might interest you that along with library colleague Jada Pelger, I attended the Council of Independent Colleges kickoff meeting for *The Consortium on Digital Resources for Teaching and Research.* Puget Sound is one of 42 liberal arts colleges selected to participate in this project that supports digital access to otherwise hidden collections. Our project documents theatre archives at Puget Sound. We were featured speakers at the event.

Assessment:

The Library (with the help of IR) will be distributing the national LIBQUAL survey this year. The survey will be distributed to a sample group of faculty, staff and students. Ellen indicated this was a good way to do this because she is also administering the TECHQUAL survey (TS project) and did not want to overwhelm our survey pool. LIBQUAL surveys many aspects of library services, resources, and spaces. We will include some questions about PRIMO. Lori Ricigliano is coordinating this effort and we would be happy to share more information about LIBQUAL. We have administered this survey in the past.

Because PRIMO is an Alliance wide product, we also have several assessment initiatives underway that include collaboration with the consortium libraries. I happen to Chair the Committee of the Alliance that provides oversight of these activities, which are:

Primo Best Practices Toolkit Working Group: Our own Wade Guidry (Library Applications Administrator) will oversee this group. Basically the role of this working group is to review the various configurations of PRIMO across the Alliance and to recommend ways we can unify our configuration to help with searching.

Primo Assessment: The Alliance Assessment Committee is currently reviewing PRIMO across the Alliance. This may result in short surveys, focus groups and feedback. Andrea Kueter from Puget Sound will represent us.

Primo Performance: The Alliance Systems Team, chaired by Wade G. is reviewing system performance and works closely with the vendor Ex Libris to monitor performance and enhancements.

Library Space and Future:

Last year we worked on an update of the Learning Commons with input from LMIS, student user groups as well as the university T-LITE Committee. The T-LITE Committee reviews recommendations of space and furnishings which impact highly visible public spaces. Funding for the modest updates that we made in the LC over the summer came from cost savings. We had some cost savings as we did not have to purchase a new server for the SILS (Shared Integrated Library System) as our new system is cloud based.

We are also continuing to advocate for an enhanced Archives & Special Collections research space. This is an outcome of the 2013 LMIS Committee recommendation. A report detailing this is available on the LMIS SoundNet folder. My understanding is this request will go to the Budget Task Force.

In addition, last fall, I completed a detailed report that provided some ideas about the future of the library space and that report is also in the LMIS SoundNet folder. This report was intended as a starting point for conversations about our collections and use of the library space.