

To: Faculty Senate

From: Janet Marcavage, Spring 2020 Chairperson LMIS Committee

Re: End of Year Report LMIS Committee 2019-20

April 20, 2020

Dear Senate Chair, Sara Freeman and Senate Colleagues:

The following provides a report of the LMIS committee's work this year. Adam Smith served as chair for Fall -'19. Janet Marcavage served as chair for Spring - '20. For further information about our work and conversations, I encourage you to refer to the LMIS minutes.

Standing Charges

1. To develop general policies, procedures and plans in collaboration with the Library Director and the Chief Technology Officer.
2. To provide recommendations and advice to all parts of the University community on the role of the library, media and information systems in support of the academic program.
3. To review
 - periodically the mission and objectives of the library and information systems and to recommend such changes as are needed.
 - periodically the collection development plan for the library to ensure that a balanced collection is maintained for effective support of the academic program.
4. And other such duties as may be assigned to it by the Faculty Senate.

Jane Carlin, Kristi Dopp, John Hickey, and Derek West shared insights from their work on the textbook affordability committee. Book/textbook affordability for students is an issue that can impact recruitment and retention. From our conversation it was apparent that needs and costs can vary tremendously by discipline. We recommend adding this to the committee's charges next year:

- Gather data from different departments and students about book/textbook costs associated with their classes, possibly with ASUPS involvement. Work with the library to continue to inform faculty and students about open educational resources (OERs) as a money saving possibility for students and publishing possibility for faculty members.

Digital streaming services and their expense, licensing, bundling, availability, and other issues were discussed. We recommend adding this charge for next year:

- Host an open forum for faculty members or presentation at a faculty meeting, to share information regarding the work of the library and TS in supporting faculty members who assign films and other media for their classes.

Jeremy Cucco shared major TS projects and timelines with the committee. Major projects include Multifactor Authentication, Google Suite, PeopleSoft (ERP), Switching infrastructure replacement (Cisco to Juniper), Wireless on-boarding (internet access on personal phone and tablets), chromebook evaluation, risk assessment, and System Auditing. Computer replacement cycles were also discussed with the committee. For more information about computer replacement cycles, see this document:

<https://sites.google.com/pugetsound.edu/technologyupdates>. Best practices for managing email were also presented to the committee.

Following our move to working remotely, Jane Carlin shared a presentation on our shared gdrive regarding digital initiatives in the library. *Sound Ideas* provides access to a variety of resources including the Trail, yearbooks, student and faculty research, and journals published by Puget Sound groups such as Race and Pedagogy. All projects are open access and available to the scholarly community.

Senate Charges

1. Share and discuss the Best Practices document with the Faculty as a whole.

Adam Smith gave a presentation about the best practices document in a faculty meeting during the fall (October 2, 2019). The Best Practices Document was also shared with University Counsel, Joanna Carey Cleveland in fall 2019. We await her recommendations before sharing the document with the full faculty.

2. Interface with Associate Deans Office to form a plan for Faculty Orientation to use Best Practices document starting in August 2020.

Please see number 1.

3. Host a conversation about Elsevier, journal bundler, and faculty priorities library access to journals with the full faculty.

Jane Carlin, Peggy Firman, and Eli Gandour-Rood presented to the LMIS committee on journal use and subscription costs. Subscription prices are surging. High subscription costs limit other services and acquisitions that relate to Special Collections, streaming media, and other initiatives. LMIS did not get to hosting a conversation with the full faculty, but recommends this continue as a charge for next year.

4. With Senate, bring a motion to the faculty meeting floor to change the bylaws such that the membership of LMIS increases by one faculty member and one library representative.

The composition of the committee was discussed. Jane Carlin and Jeremy Cucco drafted new language as follows:

The Committee shall consist of the Dean of the University (ex-officio), the Director of the Library (ex-officio), a member of the professional library staff, the Chief Information Officer, Technology Services (ex- officio), the Deputy Chief Information Officer (or designated member of the professional TS staff at the determination of the CIO), no fewer than six appointed members of the Faculty, and one student. b. The duties of the Committee shall be: 1. To develop general policies, procedures and plans in collaboration with the Library Director and the Chief Technology Officer. 2. To provide recommendations and advice to all parts of the University community on the role of the library, media and information systems in support of the academic program. 3. To review periodically the mission and objectives of the library and technology services and to recommend such changes as are needed. 4. To review periodically the collection development plan for the library to ensure that a balanced collection is maintained for effective support of the academic program. 5. Such other duties as may be assigned to it by the Faculty Senate

Remote operations during the COVID-19 pandemic

The LMIS committee would like to recognize the diligent work of members of the library -- in developing, maintaining and sharing remote library services and resources -- and Tech Services -- in offering helpful workshops, outreach and continued support -- during this sudden shift and challenging period of teaching remotely.

Jane Carlin, Library Director, recently shared the following statement from the library regarding budget restrictions that will be faced, in light of the unique circumstances prompted by the COVID-19 pandemic. The full LMIS Committee membership has not been able to meet and fully discuss the statement, however the voting committee members who have responded to the statement have spoken in favor of supporting the library's expertise in making these difficult and complicated choices:

"Providing access to scholarly materials is one of the Library's core services, and we recognize that because the library collection benefits the university community across disciplines, a reduction in our budget will affect the entire university community. Librarians will use the collection development guidelines, our experience with the curriculum and assignments, and our knowledge of current publishing distribution practices to support the university community. Enabling effective access to scholarship will be the primary consideration as we navigate ways to support the curriculum and student learning within the framework of allocated funding."

Respectfully submitted by members of the LMIS Committee