

LMIS Minutes for February 20, 2013

Members Present: Jane Carlin, Denise Despres, Tim Hoyt, Pierre Ly, William Morse, Cindy Riche, Bryan Smith

Agenda

- 1) Choose a secretary
- 2) approve minutes of 2-7-13
- 3) Appoint an Archives Advisory Committee
- 4) Set up the Spring 2013 agenda and prioritize
- 5) Set the next meeting date

Homework: Since no single time is open to all committee members, please check your schedule and tell Denise if you can attend a Thursday March 7 meeting at 3:30PM.

- 1) The meeting began at 10:00. As a first order of business, Denise asked for and obtained a volunteer secretary.
- 2) We then approved the minutes of the February 8, 2013 meeting. In addition, we thanked Jane Carlin (and Katie Henningsen) for their enjoyable introduction to, and tour of, the Archives and Special Collections.
- 3) We then took up the task of forming a Working Group to address the LMIS committee charge to oversee the University Archives and Special Collections. Membership should include representatives from the LMIS committee, faculty, and students. Several LMIS members (Jane Carlin, Denise Despres, Tim Hoyt) indicated an interest in being on the working group and we identified several disciplines (e.g., History, History of Science, Science) whose faculty and students would likely have interests in Archives and Special Collections. After discussion, the charges to this Working Group include:
 1. Putting primary emphasis on the second floor of Collins Library, inventory the available spaces and determine the best ways to reconfigure them to meet the mission of providing teaching and learning spaces for students and faculty working with primary documents.
 2. Develop a systematic and generic records management system to provide a consistent structure for obtaining and archiving university documents and materials.
 3. Report back to the LMIS committee by the end of Spring Semester (May 2013).

In the course of this discussion, the committee agreed to include a request for a new LMIS charge in our end-of-year report to the Faculty Senate. Specifically, we see a serious need for the university to adopt standards for preserving electronic materials. There is currently no strategy for collecting these materials nor is there consensus on how best to deal with the problems of not being able to access outdated formats and the lack of a truly long-term storage medium that does not degrade in a relatively short (compared to high quality paper) time.

- 4) Future Agenda items
 1. A report on the current status of the PeopleSoft implementation.
 2. FERPA and copyright compliance.
- 5) The next meeting time will be determined after Denise collects our responses to the suggested Thursday March 7 meeting at 3:30PM.

The meeting concluded at 10:50.

Respectfully submitted,
Bryan Smith