

Minutes of the Library, Media, and Information Services (LMIS) Committee
04-13-11

In attendance: Jane Carlin, Alyce DeMarais, Tim Hoyt, Pierre Ly, William Morse, Mark Reinitz, Cindy Riche, Jason Sawin, Ariela Tubert

Announcements:

- William Morse is concerned about people giving out their passwords to phishing sites; this results in our e-mail being put on block lists. Technology Services will never ask for passwords via e-mail.
- Mark Reinitz expressed concern about e-mail space limitations (especially when sharing video assignments). William suggested using Moodle or SoundNet for posting assignments. William also cautioned against the use of gmail—it is mined for content and claims copyright of content.

M/S/P minutes of the 03/23/11 LMIS meeting.

Intellectual Property Rights

The subcommittee reviewed policy documents prepared by William and agreed that the documents meet the requirements and are ready to move forward. Jason asked about faculty and student work agreements. William's encourages programs to use forms at the start of student projects. Tim thought this was a good idea as it would be in place before a dispute occurred. Jason suggested that a template be made available. Mark recommended relative documents be appended to the policy statements—the supporting documents would, therefore, not affect the statement itself. Jason asked about #4: originally the word "profit" was used but now it reads "proceeds" or "income." William explained that the legal definition of "profit" is complicated; assumption that every dollar earned is a "proceed."

We noted that the policy grants ownership of intellectual property to the faculty. Jane wondered if the policy is solely directed to the faculty. William, Mark, and Ariela assured her that the policy addresses staff and students as well. Jane suggested we develop a FAQ (with supporting documents) at some point.

M/S/P to move the intellectual property policy documents forward to the Faculty Senate, the university's lawyers, etc.

Additional Policy Updates

William provided a number of Technology Services policy documents for review. He noted that a number of gaps became apparent as he reviewed existing operational policies. Filling those gaps is required by law. The intent of the policies has not changed except in two instances:

- 1) confidentiality: the default is now everything is confidential unless it is marked otherwise.

- 2) E-discovery: the university must disclose during an e-discovery search unless the investigation is of a protected class or if the university is legally invoked not to disclose.

Mark asked what “confidential” means. William explained that as an employee of the university, we can protect documents from external disclosure (internal communication is not covered). Mark then asked if most of the policies are from pre-existing text and William noted that the new policy documents either flesh out existing documents or identify existing procedures. Ariela asked for clarification about whether new faculty and staff members receive new computers. William and Alyce confirmed that our current practice dictates that a new computer is not a give—the computer for a new faculty or staff member may be an exiting machine that is within its replacement cycle. For example, a new faculty member may “inherit” a nearly new computer from their predecessor. This is indicated in the faculty member’s appointment letter.

William wondered how we should proceed. The policy changes should be made soon given that we are vulnerable due to the gaps in the existing policies yet this is likely the last meeting of the LMIS committee for the year. William wants to ensure everyone has an opportunity to provide feedback. Mark suggested we review the policies and e-mail comments to the group. Alyce suggested we return comments to William by mid-May and we agreed to do so by May 20 in honor of Mark’s birthday. William wondered where we should next send the policies and the group suggested that the Faculty Senate receive the policies.

Print Management

Pierre and Ariela reported that the faculty survey on print management and assignments is open. They will send the survey results to Alyce in May.

The Print Management task force met and reaffirmed what we needed in a print management system. The next step is to choose a print management solution over the summer and install it for Fall 2011. The system will run behind the scenes in the fall in order to collect data on printing. This will allow us to select the appropriate number of pages for printing accounts. The print management system will “go live” in Spring 2012.

Major Accomplishments

In preparation for writing our end-of-year report Mark asked for major accomplishments from the year.

- Intellectual property documents.
- Copyright website updated [Jane Carlin and William Morse suggested the university purchase a license that covers copyrighted material]

Other accomplishments can be conveyed to Mark by e-mail.

Meeting adjourned.

Respectfully submitted by Alyce DeMarais.