Joint IT/Library Committees Meeting Minutes  
February 16, 2011 - Noon – 1:20 PM  
Austin Conference Room, Tisch Library

Present: LC Members: John McDonald (Chair); Carol Flynn; Sam Thomas; Michael Reed; Mark Kachanov; Jeff Taliaferro; GSC Student Representative: Jong Wai Tommee; Ex Officio Members: Jo-Ann Michalak; Laura Walters; IT Committee Members: Lee Minardi (Chair); Judy Stafford; Ariel Goldberg; Hyunmin Yi; Michael Roberts; Michael Reed; Ex Officio Members: David Kahle; Tony Sulprizio; Howard Woolf

Absent: LC Members: Ben Carp; Patrick Forber; Greg Crane; Isabelle Naginski; Jim Ennis; TCU Senate Student Representatives: Dan Pasternack and Nedghie Adrien; Ex Officio Member: Dean Leah McIntosh; IT Committee Members: Alessandra Campana; Genevieve Walsh; Austin Napier (on sabbatical); Jim Ennis; TCU Senate Student Representatives: Shawyoun Shaidani; Joe Donenfeld; GSC Student Representative: Martin Paczynski; Ex Officio Members: A&S Dean; Engineering Dean

Guest Presenters: Chris Strauber, Humanities Reference Librarian, Coordinator of Instructional Design, Tisch Library; Barbara Parmenter, GIS Research Specialist and Lecturer in Urban & Environmental Policy & Planning; Patrick Florance, Manager, Geospatial Technology Services, UIT

John McDonald began the meeting at noon with attendees introducing themselves.

1. **Update on the New Learning Management System (Sakai is replacing Blackboard Basic)** - Chris Strauber, Humanities Reference Librarian, Coordinator of Instructional Design, Tisch Library

The new LMS will be called Trunk, which resulted from a community submissions contest held in December 2010. The contracts have been finalized with rSmart, the vendor for support and transition services. Approximately 30 attendees from the Tufts campuses attended a four-day configuration boot camp recently to make the necessary decisions about roles, permissions, and system settings in order to set up a development version of Sakai. This system will be the basis of the production system. Several working groups have been meeting regularly to analyze and build the system; plan for data migration and integration with SIS; organize documentation and training; and build a support model for all participating schools. The goal is for AS&E (including Fletcher) to go live in Fall 2011. GMAP and Friedman will join in 2012, and TUSK schools will follow after 2013. One additional project that is occurring now is a functional analysis of TUSK and Sakai to determine how TUSK and Sakai might work together in the future. A faculty/administrative steering committee has been meeting regularly to make policy decisions and oversee the process. The LMS project core team is working on the details of getting the system up and running. The overall timeline is as follows: **February - April 2011** – completion of system configuration; integration of SIS and LDAP;
branding; data migration; training prep; and support model implementation; April 2011 – Tufts community orientation; May-June 2011 – the bulk of training for AS&E faculty; May-June 2011 – a small pilot will be selected from the summer session classes; August 2011- the launch for Phase I schools. More immediately, the installation of the test environment and the integration with LDAP will occur on 2.17.2011. The kick-off for the data migration analysis of sample Blackboard and ANGEL courses will happen on 2.22.2011. Neil Hirsig, Assistant Director of Instructional Services, and Janet Hill, Manager of LMS Services, will provide the LMS support. A more robust support model also is being explored.

Discussion about various aspects of the new system yielded the subsequent information. Data in SIS will become part of Sakai. As far as courses go, the flow of information from SIS will create a shell of a course in Sakai for every course that is in SIS. This will not be published for students to see until the faculty member/instructor of record hits "publish," so there should not be any confusion regarding links in SIS that are not being used. Student lists will be updated on Sakai as students add/drop courses. Manual additions of students can be done by professors for their courses, too. Video Furnace will be integrated into Sakai in Fall 2011. Lastly, a universal password will be instituted at Tufts.

2. Update on Library Technology – Scanners; Laptop Loaners; Media Center Loaners; Digital Design Studio (formerly known as the Multimedia Production Lab); Streaming Video: Jo-Ann Michalak, Director, Tisch Library

Jo-Ann summarized the library’s technology acquisitions and plans. Three scanners were installed, one each on Levels G – 2, at the end of summer 2010. They are free of charge and are being used with great frequency. There are 10 laptop loaners (a mix of 8 PCs and 2 Macs) available for check-out through the Circulation desk. These laptops will be replaced within the next few weeks, at which time there will be 6 PCs and 4 Macs. The Media Center began loaning out 15 Flip cameras, several still cameras, and tripods starting in Fall 2010. While both students and faculty can charge them out, Colin Orians’ Bio 7 class was the first full class to test out the equipment for a media presentation assignment. Michael Reed volunteered to send the links for the five best videos from Bio 7. Laura Walters stressed that permission waivers must be signed by the students before those links can be added to the library’s website. The plans for the Digital Design Studio (DDS) are underway. Lee Minardi encouraged purchasing some PCs in addition to Macs for the studio. Laura Walters will talk with him regarding his assessment of Windows needs. The DDS will be located on the third floor in the Media Viewing Lab. Part of that space will remain a viewing lab. Seven public stations will be installed for producing and editing multimedia projects. Additionally, a sound recording and presentation practice room will be built. Curriculum support is the first priority for the DDS. A full-time digital multimedia production specialist and student workers with media production skills will be hired. UIT/AT also will partner with the library to offer office hours in the DDS to support faculty with integration of multimedia production into their coursework. The Berger Family Technology Transfer Endowment has been renegotiated to allow for partial funding of this project for the first five years. A&S will
be supplementing the rest. Dean McIntosh will be reviewing the plans for signature shortly. The construction will begin after commencement and should take approximately two weeks. A DDS boot camp will be offered once the construction has been completed.

Streaming video, which was introduced fully this past fall, has been enormously successful and widely used. To date, there have been 4,000 hits. Richard Fleischer, Media Center Coordinator, is aware that streaming video is not well supported by Mac browsers and is working with Video Furnace to resolve the problem.

3. **Library/GIS Collaborations:** *Barbara Parmenter, GIS Research Specialist and Lecturer in Urban & Environmental Policy & Planning and Patrick Florance, Manager, Geospatial Technology Services*

Barbara and Patrick did a brief presentation about GIS capabilities and elaborated upon ways in which their department can be helpful to faculty and students with their research and data visualization. The GIS Center also has remote sensing tools. The Geographic Information Systems (GIS) Center has been developing GeoData@Tufts, an online data portal that will provide data discovery and exploration tools - [http://geoportal-demo.atech.tufts.edu](http://geoportal-demo.atech.tufts.edu). The geodata portal will link to an immense store of spatial data through partnerships with other universities and colleges, and, possibly, the UN. Once all of those partnerships have been cemented, the GIS Center will have captured over 50,000 data layers. The Center offers semester-long classes, and workshops, modules, and tutorials can be requested by professors for their classes. The GIS Center collaborates with Tisch Library (including using space within the library for a lab) as well as with Ginn and Hirsh Health Sciences Libraries. Go to [http://gis.tufts.edu](http://gis.tufts.edu) for complete information.

4. **Update on Google Book Settlement:** *Laura Walters, Associate Director for Teaching and Research*

Laura reported that the settlement case remains in court. She estimates that further action will not take place for at least another six months. The suit deals with books that are in copyright, but that are out of print. The most likely outcome of the suit is that Google will charge a subscription fee in order to view those books that are in the Google database. One main issue related to this is that authors and contributors, including artists, will be able to opt out. Google soon will commence selling books that are still in copyright and in print. These will be able to be read on any device except for the Kindle®. (Laura stated that the library is adding more seats to Safari.)

5. **Other Joint IT/Library Projects and/or Future Meeting Agenda:** *All*

Suggestions for next year’s joint IT/Library Committees meeting include: i) Sakai update; ii) DDS update; iii) ownership rights of faculty materials that now are posted to Blackboard; ownership rights for moving these materials to Sakai; and ownership rights of materials in Sakai; iv) copyright issues for faculty; v) data management plans/NSF grant requirements.
Laura reiterated that Tufts attorney has stated that professors are solely liable if they are sued for posting material that is under copyright.

Laura also reminded attendees that the Provost has a $25,000 digitization fund now. If faculty publish work in an open access journal and apply and receive an award from the fund, their fees will be paid. Two engineering faculty and two A&S faculty have applied for this award in the first round.

6. **Director’s Report:** Jo-Ann Michalak, Director, Tisch Library
Jo-Ann directed meeting participants to the report: [February 16, 2011](#).

She added that she has been told that Sakai most likely has a tool for online reservation of group study rooms. Jo-Ann plans to talk with GSC and TCU Senate representatives regarding this potential. If anyone else is interested in this discussion, please contact Jo-Ann Michalak.

7. **Library Director Search Update:** John McDonald, Chair, Library Committee
John reported that to date there have been two formal library director search committee meetings during which the search plan was discussed and the job description was finalized. Candidate applications have begun to be reviewed. The search committee will be meeting with Tisch Library staff on 25 February to gather feedback and address staff concerns.

The meeting was adjourned at 1:20 PM. The next meeting will be held on 20 April 2011 from noon – 1:15 PM in the Austin Conference Room.