Michael Reed began the meeting shortly after noon with attendees introducing themselves.

1. **AS&E Integrated IT Services** - *Mark Damian, Director of Enterprise Applications, UIT*
   The main goals of the collaborative venture are to increase integrated services between UIT and ITS and to advance service excellence. Working groups will be formed to provide recommendations about organizational, operational, process, resource, and service changes. Input will be sought from faculty, staff, and students. A Medford IT Executive Committee comprised of EADs Leah Rosovsky, Scott Sahagian, and Jerry Sheehan will provide direction and guidance. OD and Helpdesk consulting services are being sought to assist with the above, too. The tentative timeframe for kick-off is late March. The first six months will be dedicated to requirements gathering and delineation of major processes for improvement. Following the initial six months, the plan is for UIT and ITS to work together in a more seamless manner and to develop and deliver new services. Contact Mark Damian with any questions - [Mark.Damian@tufts.edu](mailto:Mark.Damian@tufts.edu). See [ASE IT Committee - Integrated IT Services](https://tischlibrary.tufts.edu) for more information.

2. **Current Use of E-books** - *Laura Walters, Associate Director for Teaching and Research, Tisch Library*
   Tisch Library has purchased over 10,000 electronic books, mainly in the sciences, some in the social sciences, and some full text rare books in the Humanities. Both faculty and students currently are using e-books. Tisch has been buying e-books that allow for linking, printing, and lending at the chapter level. None of these activities are allowable on the whole book level. Some vendors are beginning to take away fair use rights. Most vendors set up their contracts as a package. They can remove books or even change text, in some instances, without notification. J-Storr has had to succumb to publishers’ demands in their new model, which only provides permission for more than one user at a time and printing and linking at the chapter level for 25% of their titles. Some publishers, like Springer, refuse to become more restrictive with their licenses. University libraries and faculty need to apply collective pressure on publishers regarding restrictive practices.

   Faculty have started to assign chapters from e-books. Both they and their students appear to be having positive experiences. Such use also helps to decrease the financial burden of buying an expensive book for a limited use. It was suggested that graduate students may utilize e-books in their work, especially in their investigative and research work. Tisch has held focus groups with undergraduates regarding e-
books, but has not done so with graduate students. This information gathering will be pursued. Tisch also has looked at reserve lists to see if those materials are available as e-books. Selection remains limited; a recent review of hundreds of titles yielded only five purchases. Tisch staff continue to monitor the reserve lists and e-book purchase options.

Laura reported that students prefer to use print books for linear, sustained reading, while they favor e-books for chapter assignments or a quick citation check. Chapters can be downloaded and read offline.

Digital protection and preservation has become a huge issue. These topics are an ongoing conversation for the Digital Asset Management Team.

For additional information, see E-Books at Tisch Library 2012.

3. Technology Support Expectations for the Library: Thom Cox, Manager of Library IT Services, Tisch Library

Tisch Library conducts a student and faculty survey every two years. The survey contains a special section, the focus of which varies. This year’s special section will look at the expectations of technology offered and support provided. Library ITS currently are evaluating their service model. Survey results will aid in formulation of changes to that model.

Students heavily use the public computers. A great deal of this use consists of students going to TRUNK and printing materials. Faculty encouraged staff to consider demands for public computer time and user skill level when evaluating adding software for installation. An example given was Adobe Photoshop and Final Cut Pro v. PowerPoint. Adobe Photoshop and Final Cut Pro can be time consuming to use and require a level of knowledge and skill to manipulate them. PowerPoint can achieve many of the same results in far less time and with greater ease of use. Another consideration is graduate students’ needs, which are different than those of undergraduates. Lastly, the library is reviewing its role in supporting students working with datasets and in manipulating data. See survey questions.

4. Classroom Technology: Lee Minardi, Chair, Information Technology Committee, and Senior Lecturer, Civil & Environmental Engineering; Tony Sulprizio, Director of Information Technology Services, UIT

Tony reported that there are 128 classrooms that have technology in AS&E; retrofits occur every four years. Each summer, 20 – 25 classrooms are updated, and, at times, new classrooms are outfitted. All of the work is approved by EADs Leah Rosovksy and Scott Sahagian. The decision-making process for specific technology changes and additions includes feedback via vendor walk-through of the classroom and faculty feedback, especially faculty that regularly use the particular room. The recently reinstated Classroom Management Committee will be involved in oversight of needs and improvement implementation. If faculty would like to give feedback regarding technology needs, they can email Tony Sulprizio.

Lee opened the discussion about immediate concerns faculty wanted to share. The following were offered:

- Installing tablet computers in Halligan Hall would be a dynamic addition to enhance learning and classroom discussion. Very useful in conjunction with PowerPoint presentations. Tony Sulprizio shared that Barnum 104 had fixed tablets that were removed because of consistent problems with user error.
- Increased numbers of document cameras.
- The option for/ability of faculty to turn off wi-fi in a classroom if it is not needed for the class.
- Faculty have different teaching styles and needs for classroom set-up. Flexibility in classroom design and arrangement would be greatly appreciated.
• Multi-media options are very beneficial.
• Move from VHS to streaming video. Implications related to copyright and access must be considered for streaming video. Streaming video needs to be coordinated with Tisch Library’s Media Center.
• Communication with faculty who use a particular classroom prior to its retrofitting would be helpful. Tony responded that this is part of the normal procedure.
• High quality connectors are needed for high-end projectors because the resolution is very poor currently. Tony replied that all connections will be changed to digital starting this summer. In the meantime, faculty can check out better connectors from the Media Center for classes held in Tisch Library.
• Options for suppressing notice of updates.
• Greater assistance/response from IT support when there is an immediate tech issue with equipment prior to or during a class.
• Video conferencing capability in classrooms. (A request was made for this to be a future agenda item, too.)

Tony will send out the list of classrooms to be retrofitted this summer.

Lastly, Laura Wood announced that the Digital Design Studio would be holding an Open House on Friday, 24 February, and that all were invited. She distributed flyers with more detailed information.

See Director’s Report also.

The meeting was adjourned at 1:20 PM. The next meetings for both the Library Committee and the AS&E IT Committee will be held on 18 April 2012 from noon – 1:15 PM. The Library Committee meeting will be held in the Austin Conference Room, and the IT Committee will meet in Anderson 210.