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Ann Henderson, 11:14 AM 4/23/99 , Minutes of 4/20/99 Meeting

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From: Ann Henderson <ahenders@skidmore.edu>
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Subject: Minutes of 4/20/99 Meeting

IRC Minutes
April 20, 1999

Present: Bob DeSieno (Chair), Karl Broekhuizen, Alice Dean, Chris Doherty, Mike Gittelman, Leo Geoffrion, Ken Hapeman, Ann Henderson, Fran Hoffmann, Stanley McGaughey, Viviana Rangil, Phyllis Roth, Jennifer Taxman, Susan Zappen

The meeting was called to order at 3:30 P.M. in Dana 181, and the minutes of April 6, 1999 were approved as amended.

Bob DeSieno revised the agenda, turning the floor over to Ken Hapeman. Ken then announced that he has made a decision to step down as Director of CITS, effective July of 2000. Ken will be staying on in a new role, functioning as support for conversion of data from the current system to whatever SIS software is implemented and for the maintenance of several web applications he has created in recent years. He will also assist in the transition to new leadership. Phyllis Roth noted Ken's many accomplishments over the past two decades and thanked him for his contributions to the community. Ken will be on leave from mid-September through mid-December, returning to help us through the Y2K transition.

Karl Broekhuizen then noted that Ken's decision, although a difficult one for CITS and Skidmore, provided the institution with an opportunity to review the organizational structure of information technology, to consider what IT directions will be important for Skidmore's future, and to have community members articulate what questions need to be on the table. Mr. Broekhuizen indicated that conversations with Jamie Studley had already begun, and he suggested that with outside assistance, we can begin to imagine what our goals for IT might be. We can also begin the process of determining what kind of skills and experiences we will need in the person who will lead the IT area in the future. He indicated that, ideally, we would use the 1999-2000 year to develop these agendas, put a search committee in place, and have a successor ready to step in by July, 2000.

Phyllis Roth indicated that this process had obvious implications for the Library Director's search, currently under way. She expressed her intention to speak with committee members immediately and to consider the advantages and disadvantages of postponing that search. She provided some historical background, noting that just twelve years ago when the Commission on the 90s Report was produced, no mention was made of technology, and no one was able to foresee the transformation in the curriculum, in research, and in daily business practices that has come about as a result of technology. She rehearsed the planning process that had occurred in the early 1990s, noting the work of the Information Resources Task Force (IRTF) and the subsequent creation of IRC. She echoed Mr. Broekhuizen's priority for a global perspective. She commented that we had backed into planning for technology in the early 90s, but we now had a chance to plan more carefully and self-consciously for the coming decade. She suggested that IRC members could develop a series of questions for future consideration, and that a joint meeting with the library search committee might prove useful. She also suggested that a process for the summer months should be put in place relatively quickly, and she hoped that IRC, IPC, CITS, and Library representatives could be involved. When asked about the costs of suspending the library search, she noted that she had no concerns whatsoever about interim leadership, pointing to the excellent job done by Ruth and Jane this year. She suggested that if the search were to be suspended, it would make the upcoming year less than settled, making it

difficult to implement changes or make concrete plans. On the other hand, the benefits gained by waiting may outweigh the negatives, and she will explore these with the search committee members. Bob indicated that IRC will confer at the next meeting about summer plans.

Ann Henderson provided a brief update on the administrative software activities. She noted that we are moving into phase two of the Oracle OASIS Project, and that members of the community as well as team members would be voting on requirement sets during the week of April 19th, and that team members would be deciding on the institutional votes during the following week. Balloting is being conducted on the web. The next step will be for Oracle to identify the system functionality they see as possible for the first release of the software in the U.S.

Susan Zappen then reported that the possibility of a copyright infringement had initiated concern about how to educate the community regarding the consequences of web infringement of copyright laws. She indicated that the policy statement was ready for publication, that the two appendices to the original statement were under review and close to publication stage. She and other sub-committee members would be getting the word out to the community about the process for registration of copyright as well as enforcement. She asked IRC members for educational ideas, and the following items were contributed:

- * Library modules that faculty members could incorporate into classes which could show students how to differentiate between valid and invalid web resources and also present copyright information
- * Web information regarding the severity of violations involving MP3 software for downloading digital music and potential legal actions that can be taken against violators
- * Announcement at the September Faculty Meeting
- * Mass e-mailings
- * Use of the screen savers on public cluster machines
- * Brightly colored posters displayed in public areas

Karl Broekhuizen voiced concern over the question of the institution's liability and expressed interest in additional information regarding Skidmore's obligations and responsibilities. Susan, Leo, and Jennifer will confer with others on these matters and will report back to IRC on their progress.

Leo Geoffrion reported that the Email Rights and Responsibilities document had made it through all of the appropriate faculty and all-College committees and was now in effect.

Jeff Caron will be invited to attend the May 4th meeting.

The meeting was adjourned at 4:35 P.M.

Respectfully submitted,

Ann Henderson