

98-99

IRC Meeting Minutes  
May 4, 1999

Present (in seating order!): Fran Hoffmann, Deanne Palmer, Leo Geoffrion, Ken Hapeman, Susan Zappen, Jeff Caron, Karl Broekhuizen, Bob DeSieno, Ann Henderson, Stanley McGaughey, Mehmet Odekon, Amelia Rauser, Mike Gittelmana, Alice Dean, Jennifer Taxman, Chris Doherty, Jane Graves, Viviana Rangil.

1. Minutes of April 20 were approved with the addition of Amelia Rauser to list of those attending.
2. Bob DeSieno announced upcoming on-line bookstore services, MBS internet, which will permit online textbook adoption for faculty and a student inquiry system. This service will be available in the fall, and managed on-campus by the Skidmore Shop.
3. Susan Zappen reported two websites of potential interest to IRC members: for information on Database Protection Legislation (HR 354 Collections of Information Antipiracy Act) <http://www.databasecoalition.org/index.html>; for information about copyright issues and policies, <http://www.umd.edu/copyown>
4. Jeff Caron, recently appointed webmaster for College Relations, discussed his role at the College. Hired to coordinate electronic communication and web publishing for College Relations, Jeff is working on professionalizing the design and image of Skidmore's "official" webpages (those that represent the College, on a broadly conceived basis, to the outside world). His areas of responsibility include pages for Admissions, Publications, Alumni Relations, Skidmore Shop, Sports/Athletics, the Class of 2000 page; Phylise Banner is responsible for assisting faculty and academic departments who wish to present academic and course material on the web.

The Committee discussed whether the College should be striving for some uniformity of appearance and content for academic department webpages; several expressed support for the development of templates for departmental use on a voluntary basis that would facilitate ease of use, consistent navigation scheme, and standards of style. Though no IRC member expressed support for mandatory homogeneity of departmental pages, there was considerable support for the provision of a shell/template that would reduce the current heterogeneity of quality and navigational difficulties. Issues of staffing of web page construction and maintenance were raised; student assistants, trained by Jeff Caron or Phylise Banner, may provide a reasonable staff for maintaining departmental web pages.

5. Ann Henderson suggested there may be policy issues related to the emerging ease of utilizing online survey data collection techniques. Potential areas of concern include issues of survey proliferation, quality of studies and findings, the rights of human subjects, and the end uses of online surveys. A subcommittee was appointed to discuss these issues: Ann Henderson, Leo Geoffrion, Mike Gittelman; a memo on this topic prepared by Ann Henderson, Joe Stankowicz, and Fran Hoffmann will provide a starting point for discussion.
6. Bob DeSieno brought Tom Lewis' suggestions for amending the e-mail rights and responsibilities policy to include the term "written" in several parts of the document. Leo Geoffrion is preparing a memo responding to that suggestion and will attempt to find language which will distinguish between the kind of permission required to perform day-to-day user support services, and permission required to respond to official complaints and requests for investigation.
7. Karl Broekhuizen requested a meeting of the IRC at the earliest possible date, in which the Committee will discuss launching a study that secures recommendations for guiding the evolution of information resources over the next several years. That meeting is scheduled for Tuesday, May 11 at 3:30 PM, in DANA 181.

Respectfully submitted,  
Frances Hoffmann