Library and Information Technology Committee, Faculty Senate, University of Tennessee: Minutes

Attendance: Marianne Breinig, Mark Collins, Bharat Mehra, Yvonne Pelletier, Joel Reeves, Kathi Wong.

Committee Charge
Duties of the Library and Information Technology Committee include: (1) identifying, reviewing, and recommending information technology policies;(2) representing the Faculty Senate on key university committees that address information technology; (3) reporting to the Faculty Senate on key information technology issues and developments that affect the campus; and (4) ensuring that library services and collections meet the teaching, research, and public service needs of the campus communities with particular focus on library policies and procedures that facilitate use of resources.

Mehra said he would share the minutes from the last meeting soon for approval. He also reviewed the meeting times for the remaining semester: Second Monday of the month, 3.30-4.30pm [except the last semester meeting]— April 14; May 5 (2-3pm).

Reeves asked committee members to request their constituents to complete the faculty customer satisfaction survey. Reeves went over key questions in the survey. Mehra asked about the faculty membership of various electronic mailing lists used at the UT, who was included when using the different lists, and the options available for distributing such surveys.

Committee members provided a positive report of interactions during the meeting for the library academic program review (APR).

Wong shared the following document for instituting minimal technology in all classrooms for discussion:

The top 25 initiative endeavors to improve facilities and increase classroom space. It is noted that some classrooms are not useable to some faculty because of the lack of minimal instructional technology tools (projector, screen, and means of providing audio).

In order to remedy this, it is suggested that:

1. *By (date), an inventory be made of all classrooms that are made available campus-wide to faculty. This inventory should be based on the list of classrooms from the Office of the Registrar (room reservations, POC Gail Mills). The inventory could be conducted by those in whose departments the rooms are located unless they are by definition general classroom buildings, in which case the inventory could be made by OIT.*

2. *The inventory will need to account for only the following elements:*
   a) *that there is a fixed projector, fixed screen, and audio equipment in the room. This will be considered a room with minimal technology (M).*
   b) *that there is a document camera. This will be considered an M+D room (minimal + document camera)*

3. *Once the inventory has been accomplished, needs should be accessed. In rooms where the technology is governed by OIT, OIT could begin an immediate program to furnish room with minimal technology. For rooms where the technology is not governed by OIT, OIT could work with those departments to furnish rooms with minimal technology (perhaps a 50/50 arrangement for paying for this can be negotiated).*

A lengthy discussed ensued. Questions included: what are the minimum level of technology expectations in the classrooms, what are the standards that are followed, availability of inventory data while making decisions and allocating class space to various courses, varied nature of the process across the units, etc. Reeves and Wong said that they will get back with additional information pulling together data from various sources in response to some of these matters.

Breinig asked Reeves for clarification and promoted discussion about the faculty MyUTK Account in terms of storage space, use of Share Point, open source dropbox, common point access, etc. She also drew attention to matters for clarification from Reeves related to the use of Blackboard Collaborate and other tools for synchronous online teaching including faculty screen sharing with students, content delivery to Smart phones, editing videos, and recording power point presentations.

The meeting was adjourned at 4.30pm.