

**Faculty Senate Library and Information Technology Committee**  
**Minutes, October 27, 2014**  
**3:30-4:30, 605 Hodges Library**

Committee Members (**bold indicates present**): Brian Ambroziak, **Marianne Breinig**, Janna Caspersen, Deb Chyka, Matthew Cooper, **Mark Dean**, Mary Lynn Derrington, Jonathan Jackson, **Jacqueline Johnson** (via Zoom), Agricola Odoi, Ragan Schriver, Vandana Singh, Robert Spirko, Forbes Walker, **Kathi Wong** (chair)

Ex Officio: Joanne Hall, **Joel Reeves**, Steven Smith

Also attending: **Blake Roller** (for Jonathan Jackson), **Rita Smith** (for Steven Smith)

Action items:

1. Wong to bring up to Executive Committee:
  - a. Size and composition of Library and IT Committee
2. Reeves to look into:
  - a. OIT Workshops – level (beginner, intermediate, advanced), use of appropriate technology, trainer preparation
  - b. How long students have access to Office Pro Plus after leaving the university – Students will have access to MS Office Pro Plus (the Office software) for up to 1 year after they leave the university. Students/Alumni have access to their MS OneDrive services for life using [netid@vols.utk.edu](mailto:netid@vols.utk.edu).
  - c. VolCard swipes in South Commons

Meeting minutes:

1. Announcements
  - a. None
2. Approval of minutes from September meeting
  - a. Do not have quorum; will ask for approval by email
3. Publicizing information on new Classroom Search capability (Reeves / Spirko)
  - a. **Reeves:** Spirko will publicize this information to faculty; Reeves can have posted on Blackboard.
  - b. **Wong:** Noticed on MyUTK.
  - c. **Wong:** Sometimes by the time faculty know they need a classroom, there aren't any available. **Reeves:** True, this is more for next semester.
4. Query as to Possibility of University Acquisition of Poll Anywhere (Caspersen)
  - a. Poll Everywhere is an online app for personal response systems (PRS or “clicker technology”).
  - b. **Reeves:** We have clickers through Turning Technologies, sold through the bookstore. Also have ResponseWare app for Mac and Android. Approached periodically about non-clicker applications; so far the consensus has been to

maintain Turning Technologies. Prefer that students have one device that moves from class to class.

- c. **Breinig:** Asked her students; last year every student had a clicker; this year only one student wanted to use ResponseWare rather than a clicker.
  - d. **Wong:** Poll Everywhere brings up the data right away. **Breinig:** Turning Technologies can be set to do that.
  - e. **Reeves:** The student who brought this up is welcome to join the committee that evaluates PRS.
  - f. **Wong:** Student who asked about this is a GTA, so she can't require student use; it needs to be approved through the department. Have to get approval for anything required that costs money. GTAs don't have time to go through the process; they want to use the technology quickly. **Reeves:** Certain classes require clickers; not sure what the approval procedure is. But we have a standard; if they want to use clickers, must use the approved clicker. **Breinig:** When the bookstore asks for orders, just includes clickers. **Wong:** GTAs and lecturers don't have the authority to require clickers. **Reeves:** Could departments simply say, "If you want to use a clicker must use the UTK standard"?
  - g. **Wong:** There are things on the web that people want to try, but they would have to pay for a corporate subscription. Would be nice to have some kind of lab where instructors could test out different technologies. It's expensive for instructors, but not so expensive for OIT. **Reeves:** Small amounts add up. Doesn't want software sprawl. Happy to talk about instructional technology, but prefers to encourage approved tools. **Breinig:** If we ask vendors for a demo project, we might get sample technology for free. **Wong:** TENNTLC encourages exploration; might be good to work through that office.
5. Evolution of Proposed Resolution on Minimal Technology in the Classroom (Wong)
- a. Have been talking about this for at least a year.
  - b. **Wong:** Brian Ambroziak is on the Classroom Technology Committee. Would like to support that committee but not duplicate its efforts. Suggests tabling this for now.
  - c. **Breinig:** Could offer input. **Wong:** We are fortunate that Spirko was on both the Library and Information Technology and Classroom Technology committee and that Ambroziak is now.
  - d. **Breinig:** Rather than a resolution, could we have in our minutes a discussion of concerns, especially for people who teach in many classrooms.
  - e. **Dean:** Is there a timeline? **Reeves:** Biggest driver is University Center going offline. Looking at taking over a lot of space and assigning it through a central repository. From an OIT perspective, standardization is important. Need to balance cost against durability and ease of use. Right now baseline cost is \$25,000-\$30,000 to outfit a room.
  - f. **Breinig:** Could we use commercial technology (big screen TVs) rather than projectors or SMART Boards? **Reeves:** Looking into different options, including special painted walls. But again, standardization is important for quick

response to issues. Classroom Tech committee and faculty are working on “what they want.”

- g. **Wong:** We have more and more students and fewer and fewer classrooms; it’s almost more a space issue than a technology issue, and a matter of assigning people who use the technology to the Technology Enhanced Classrooms. **Reeves:** That committee deals with technology, furniture, etc.; another committee is looking at the space issue.
  - h. **Wong:** Suggests we table this for now. **Breinig:** Get departments together to decide what they need for their classes, and to insist that their classes be scheduled in appropriate rooms. **Dean:** Hopefully department heads will participate in survey and meetings.
6. Membership / Scope / Utility of this Committee
- a. **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.
  - b. **Wong:** At the request of the Senate president we should review what this committee is and does. All committees except FSLIT are very broad-based; this committee is fairly narrow, but various miscellaneous issues come up at the university. For example, the question of book ordering, which has changed so much – options now include hardback, loose-leaf, digital texts, and more. Hard for bookstore, but important for faculty that students have books on the first day. There is a committee looking into that, but there is no committee for the bookstore, no committee for scheduling (e.g., whether to have classes the day before Thanksgiving).
  - c. **Question to the committee:** should this committee broaden its scope?  
**Dean:** Would the committee change its name, then? **Reeves/Wong:** Would have to. **Breinig:** This committee overall is an informational committee; it informs the faculty of what is going on and our issues. **Reeves:** Is textbook issue under Teaching and Learning? **Wong:** Yes, and that committee was going to work with Undergraduate Council, but it isn't just an issue for them. **Breinig:** Was on T&L committee several years ago, and it mostly worked on Chancellor’s Awards and observing classes. **Wong:** I believe that is their charge; they are a council rather than a committee. **Reeves:** Then what does Nominations and Awards committee do? (General discussion) **Johnson:** N&A is for nominating faculty senators, for example, but hasn’t met yet. **Wong:** What about Faculty Affairs? **Breinig:** They report a lot of work. **Reeves:** Would be very careful about taking on anything. Looking at this, there are areas that seem to fall more under other committees. **Breinig:** Like the bookstore, this is changing for all bookstores; this is the new model. No committee can fix that.

- d. **Wong:** Also question about membership on committees; are people on multiple committees? **Breinig and Dean:** Yes, on two committees. **Wong:** All the committees are quite large. **Breinig:** Given the trouble getting quorum, fewer people might be better. **Wong:** And if people are on fewer committees, they might be more likely to attend. **Wong:** Perhaps this committee could be smaller in the future. **Reeves:** Not sure how the size was decided. **Breinig:** Two different small committees were merged into a larger committee.
  - e. **Wong:** Question about mix of personnel; non-tenure track and tenure track. **Breinig:** Want a mix because of different types of classes taught and different technologies used. **Wong:** Can bring up at Executive meeting. **Dean:** People are just appointed to different committees. The committee could announce that it is taking up certain issues, and ask people if they are interested.
7. UTSI Library (Johnson)
- a. **Johnson:** A faculty member is wondering about scanning and preserving documents in UTSI library, and getting the books back in order and cataloged (no librarian last few years; only one clerical staff member); wondering about getting assistance from UTK. **Wong:** A library member comes to this meeting, and there are some library people on the committee; someone should be able to help.
  - b. **Smith:** UTSI library does not report to UTK library administratively; would need to bring to Dean. There is an Engineering Librarian at UTK who assists with collection development. Not sure who at UTSI is administratively responsible for the library; UTK Dean would need to make contact with appropriate UTSI administrator. Will email Johnson for more details and suggestions for people to contact.
8. OIT Workshops (Breinig)
- a. **Breinig:** Faculty have a lot of different levels of preparation, from very new to very advanced, but most workshops are geared toward the very new. Would like to see offerings for more advanced material. Has talked to colleagues and they say the workshops are useless. For example, attended a Prezi workshop; had never heard of it, but assumed it was going to be advanced. Went online the night before and worked through tutorial, and knew more than the instructor did. For another workshop, was asked to bring computer and then told to load large files from a CD (and new computers don't have CDs). The technology that we use (newer computers without optical drives) wasn't even implemented in the workshop.
  - b. **Reeves:** Will look into that and take steps. **Breinig:** Should at least say the level of the workshop. Need to advertise in advance, tell people that the workshop is more advanced, something that an expert knows.
  - c. **Dean:** Do you respond to requests for types of training? **Reeves:** We have our workshops on our website; we send it out through multiple paths. Anything new, we'd look into and tell you, "This is what we support" or "give us some time to get up to speed." For example, we're getting ready to roll out Lynda.com, but first we needed to get authentication working, and needed to train our own staff before making it available to the university community.

- d. **Wong:** Can you request training in something that is not otherwise offered? **Reeves:** Certainly, but we can only train what we know. **Wong:** For example, using tables in MS Word to produce nice looking exams. **Reeves:** Ask, and we can assign someone to get up to speed on that. **Wong:** Could utilize faculty to do training. **Reeves:** No problem with that; also work with TTLC.
9. Newton cluster (Reeves)
- a. **Reeves:** Talked earlier about Newton and merging it with JICS; that proposal is tabled for now.
- b. **Dean:** At Cherokee farm, trying to get someone to establish a data center. **Reeves:** We're looking at that. **Dean:** Cisco was interested in a Data Center Technology Research Center which could house a variety of equipment. **Reeves:** Last year looked at backup data center in Kingston Pike Building; was cost prohibitive to put in accessible racks. Could put experimental stuff in Stokely Management, but people do need to be escorted through there. **Dean:** Something will have to happen long term. It will depend on other partners. Think you made a good decision on JICS.
10. OneDrive for Business and Google Drive (Breinig)
- a. **Breinig:** Will you keep up T-Storage, or will that be retired? **Reeves:** Looking at next generation T-Storage; will have to offer some on-premise storage, but need to consider scale and scope. **Breinig:** Likes that T-Storage appears in Windows as a drive. **Reeves:** OneDrive for Business does appear as a drive. To create a folder you have to go to the web interface, but then can drag and drop from Windows Explorer. That's an educational issue, teaching people how to work with the new product. **Breinig:** Just wants to know what to tell people. **Reeves:** Google and MS are both encrypted at rest. Don't have HIPAA language in the Google contract because would have to turn off a number of services. Both going to unlimited storage. Need to look at future solutions for on-premises vs. cloud. People need to be careful about signing off on Terms and Conditions (e.g. Dropbox for Business).
- b. **Dean:** Does Google guarantee backup? **Reeves:** They aren't going to lose their data center; that's multiply replicated, but not sure what the conditions are if you delete a document.
- c. **Wong:** Dropbox for Business is different from Personal? **Reeves:** Yes. Both are at risk if you're putting UT information on the Dropbox (e.g., student information, letters to students, committee work).
- d. **Wong:** This is the first I've ever heard about T-Storage. **Dean:** A lot of people are in that boat. **Roller:** Last year you had notices on every lab computer reminding people to save to T-Storage. **Reeves:** Leadership Team talked about a list of things that every project and service needs to know about communication. There are upwards of 40 mechanisms, and we put information out to all of them, but people still don't know. We have articles in the *Beacon*, advertisements, on Blackboard, on MyUTK. **Dean:** And send a tweet? **Reeves:** We did, and on posted on Facebook.
- e. **Roller:** Office 365, which includes OneDrive, can be deactivated and transferred to another machine. **Reeves:** Students have one year after graduating (or leaving

the university) before Office 365 is deactivated. [netid@vols.utk.edu](mailto:netid@vols.utk.edu) will be available in perpetuity, aliases for a year.

11. Tech Fee Committee – software to be deactivated (Reeves)
  - a. Dropping ATLAS.ti in favor of NVivo; will save about \$6,000.
  - b. Dropping Touchnet mobile for bill payment; can still pay on MyUTK.
  - c. Want to drop Blackboard Collaborate in favor of Zoom; Zoom now has a way to “raise hand” and is working on breakout rooms. Plans to drop BB Collaborate January 2016. Will save close to six figures.
    - i. **Dean:** Where does that money go? **Reeves:** Money saved goes into reserves, some of which may be used to fund extra projects for College and Department projects, or for major projects like the wireless upgrades.
    - ii. **Breinig:** Announce it really early and that Zoom is already available. Do you have a list of who uses BB Collaborate? **Reeves:** Jerry Riehl and his group are working with those people. When we renew the contract in 2015, we’ll announce that it’s the last year.
  - d. **Roller:** What about VolCard swipes in the Commons? **Reeves:** Will look into it.
12. Next meeting November 24, 3:30-4:30, 605 Hodges Library