**Faculty Senate Library and Information Technology Committee**
**Minutes, February 2, 2015**
**2:15-3:15 p.m. - 605 Hodges Library**

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

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

Guests: **Holly Mercer** (Libraries)

Action items:

1.  Wong: Suggest to Dr. Zomchick that he send out an email being more specific about Elements deadlines and dates.
2.  Reeves: Look into Google for Education; see if there is some portion of the suite that UTK does not have

Meeting minutes:

1.  Approval of minutes from November meeting – done via email
2.  Elements (Faculty Activity Reporting System database) – Wong
    a.  At Faculty Senate Executive Committee meeting, letter was read from a faculty member with concerns about Elements – difficulty of use, purpose unclear.
    b.  Reported on meeting with Dr. John Zomchick, who clarified many points.
    c.  Steve Smith, Dean of Libraries, and Holly Mercer, who served on the university committee with Dr. Zomchick: Library is not involved in the decision of why this was implemented, how it is to be implemented, or how it will be used. Library has offered to be a resource for general how-to-use questions and citation features, through the librarians assigned to each college.
    d.  Discussion in response from Wong: are your departments using it, and how?
        i.  Derrington: Colleagues have expressed concerns with difficulty of use, time to do it.
        ii.  Reeves: Gave IT background on the product. Noted that Elements brings in at least some disciplines automatically (e.g., through Web of Science). but other disciplines not so easy.
        iii.  Mercer: What we can help you with is ways to make data entry faster   If you have citations formatted in a certain way, a librarian can help import that into Elements. Library can help with strategies but not the data entry; it's going to take time.  Libraries are working on an FAQ (but more for other librarians). Taking a discipline-based approach to address commonly occurring questions and roadblocks.
        iv.  Ambroziak: College of Architecture and Design, Dean sent out an email requiring that they all register.

v. Dean: Electrical Engineering department head reviewed the features, asked them to register, and said "would be" used for reviews. Posed as a simpler way to have all their information in one place, not having to build their own reviews from scratch. Will help with accreditation as well.

[Note: Word crashed and notetaker lost a few minutes of the meeting. One question was whether department heads and deans could edit their faculties' profiles. Per Reeves: that is only possible if the department head has been given special permission.]

e. Ambrioziak: Would be nice if Elements could be publicly searchable, e.g. for Office of Research. Reeves: Could put this on Dr. Zomchick's radar.
f. Ambroziak: Would like to be able to link this, a bio, creative work. Mercer: Elements are partners with a product called Vivo, open source, used by Duke University. What it does is create a public-facing database of faculty expertise.
g. Mercer: Library is developing FAQs that are discipline-focused. Will have a research guide on the Library website. Wong: When would that be available? Mercer: It's in the works. Casado: Maybe March.
h. Wong: It's really hard to find Elements the faculty database on the UT website. Reeves: Can help Dr. Zomchick make it more visible.
i. Wong: Any other questions or concerns?
    i. Derrington: the general lack of knowledge at the table surprised her.
    ii. Reeves: What is the best way to get information to that level? Derrington: Keep the message simple and give people time. Ambroziak: If you want 100% participation, get the information to the directors. If the directors say "this will be part of your year-end evaluation" people will do it.
    iii. Reeves: Does not see this contributing to this year's performance review cycle; would next year be fair? Derrington: Two cycles would be better; IRB just changed this year and people are getting hit with training, figuring it out.
    iv. Derrington: Would like clarity, make sure information is correct. Would like some options. People are already confused with the IRB; people are going up for tenure. A lot hit this year. Shared governance; needs to express what faculty are dealing with.
    v. Smith: Has experience at another school, where it only brought in hours taught and research dollars brought in.
3. Zoom (per request of Executive Committee leadership to expand use to encourage Committee attendance)
    a. Reeves and Smith: There will be a permanent camera installation in Library conference room to allow easier use of Zoom or other video conference technologies. Reeves: We would have to charge for other locations. Setup for parts and labor is about $1500.
    b. Reeves: Reminder that Zoom is on the web, a quick download. License is only needed for meeting host; anyone else can plug in online.

    c. Wong: Does Nursing have a permanent installation? Chyka: Yes, we have a couple of rooms equipped.  Spirko: Are those conference rooms or classrooms? Reeves: Will be easier to find as more rooms are added to Ad Astra.

4. Follow up on Google for Education (is it coming?)
    a. Wong:  Google for Education?  Reeves: Everyone has access to Google Apps for education (drive, docs, not necessarily YouTube). There is a policy in place.
    b. Wong: Wasn't there a portion of the Google suite we don't have?  Reeves:  Will have to look into that; have both cloud systems as much as we can get for free. Students have option for mail; faculty/staff are going to Office 365 for email. Everyone has access to Office 365 cloud, and can download Office ProPlus to personal machines.

5. Possible change of meeting venue to University Center
    a. Possible move to UC?  Would only be for this semester; already have the Library room and have Zoom.
    b. Wong: Suggests tabling the idea of meeting venue change; this is a great room and only a few meetings left.

6. Self-review of committee (January 13 email)
    a. Subsequent to this being put on the agenda, there has been some talk about the Executive Committee getting together and discussing committees holistically. Ambroziak: What is the question?  Wong: Committee asked to review charge and makeup; number of members; who should chair.  However, thinks Executive Committee will review all committees.
    b. Ambroziak: Notes overlap of this committee with at least some aspects of the Classroom and Building committee.
    c. Wong: Committee is too large; should have 10 members but now has 15. Ambroziak: How are these appointments set up?  Wong: Specified in the bylaws.

7. New business
    a. None
    b. Please send Wong any agenda items for next month.

8. Meeting adjourned