

Technology and Library Faculty Committee Meeting Minutes
Monday February 16, 2015
12:00-1:00pm
Administrative Conference Room #102

Committee members present:

Chuck Ciampaglio, Megan Faragher (recorder), Sharon Showman (chairperson)

Guests:

Mike Baxter (LC Tech Services)

I) Sharon Showman called meeting to order at 12:01pm. Minutes for previous meeting were accepted with a consensus. It was noted that committee members should review or download the minutes as needed from the LC Faculty Senate Web page.

II) Current Work of the Committee

A. Scantrons

1. The new Scantron program is on campus and functioning. The software is only available on the computer in the new faculty suite.
2. Mike Baxter affirmed he would train Jan Eckstein and Greg Luchnenko, faculty secretaries, this week.
3. Any faculty who are interested in using the new Scantron will be given an opportunity to train with Mike. He will send an email out soon to those who are interesting.
4. The new program can do *much* more than previous Scantron systems we've had, so faculty who have any interest in using **the** Scantron should attend training to be aware of the capabilities of the new system.
5. It's affirmed that both the printers can work with the Remark system.
6. Documentation for the Scantron is available to all on the K drive (K:/LC Staff/ Remark Office. Anyone is able to read this documentation and self-train if desired.

B . Student Printing Allowance: No updates

C. Contacting Students for Social-Study area: No updates, but the committee noted that the recent closing off of the Boathouse might lead to opportunities for such a space.

D. Representation of committee for new L/T areas of new building: No updates

E. Representation on search committee for LC library personnel: No updates

III) Follow up work of the Committee

A. Review of Dunbar Library Programs

1. The four programs were received well and provided many useful tips, according to the students in attendance.

2. There is a recommendation to continue this program in the upcoming semesters, particularly running one for social science in the fall. The committee registers that fall offerings might be beneficial to new students.

IV) Future Work of the Committee

A. Website Navigation

1. The committee received several emails about the inability to navigate the LC website. Megan did note that many issues with the directory seem closer to resolved than before.
2. Sandy Holdheide and Jill Puthoff, from Student Services, are invited to the next meeting to discuss and clarify website issues.
3. Committee notes that there could be more transparency as to how the websites (departmental and otherwise) are supposed to look, and who should be in charge of them.

B. Upcoming event: Social Media Manager @ 2:30pm on Tuesday

C. Issues with Fliers and Handouts

1. The Committee asks if there should be a staff/student assistant for faculty or organization fliers to assure they look professional and represent the university.
2. The committee reviewed the current procedure for producing and posting fliers, and decided that it might be useful to revisit and streamline the procedure.

D. K Drive Reorganization

1. The K drive is cleaned out, but the committee noted that the structure does not seem intuitive.
2. Sharon and Megan committed to attempting to map out a new structure for the K drive.
3. The committee confirms that no data would be lost in a re-structure, as it was all backed up before the cleaning.

E. Weekend IT help

1. The committee suggested that it might be important to have IT personnel present on weekends as the dorms expand and students do more work over weekends near and on campus.

The committee's next meeting will be March 16 from noon- 1 p.m. in the Administrative Conference room (Dwyer 102).

The meeting was adjourned at 12:55