

Council on Computing & Council on Libraries Joint Meeting Minutes

April 6, 2006

- Council on Computing Members Attending: Lisa Celone, Brain Chaboyer, Ted Cooley, William Garrity, Allen Harvey, Tom Luxon, Rita Murdoch, C. Robertson McClung, Stephen Powell, Allen Harvey, Nathan Pinsley, Susan Bibeau, Otmar Foelsche, Jeff Horrell, Barbara Mellert, Cynthia Pawlek and Martin Wybourne.
- Council on Libraries Members Attending: Robert Graves, Ehud Benor, Malcolm Brown, Harold Frost, Teoby Gomez, Jeff Horrell, John Scott, Xun Shi, Cayelan Carey and Alice Farnham
- Invited Guests: Mark Franklin, John James, Steve McAllister, Stan Pyc and Cyndy Pawlek, Wess Jolley.

Bob Graves welcomed everyone and called the meeting to order at 12:12 pm. After introductions, Bob drew the Council's attention to the first agenda item, Report of the Digital Document and Records Management Task Force. DDRMTF (Digital Document and Records Management Task Force) convened in 2004 to understand the current campus environment, to identify needs, and to articulate identifiable trends. Its goal is to produce a report to the Provost and Executive Vice President which would contain a set of institutional requirements, review of practices from other institutions and a set of recommendations on next steps.

Malcolm Brown and Wess Jolley outlined the efforts the College has made to move forward institutionally toward properly managing the growing content of digital records that Dartmouth is producing. Two primary research efforts were conducted; phase one was a survey of current practices, needs and attitudes, targeted toward Dartmouth's 200+ department record keepers. The second was a series of in-depth interviews with key campus departments and academic researchers who had been identified as having critical needs. The survey revealed overall campus attitudes and capabilities in regard to digital record keeping, while the survey allowed the team to go into more depth with departments who are facing rapid change.

On the basis of the team's investigation the following official recommendations were formulated:

1. Dartmouth should articulate an institutional strategy to guide our transitions to a primarily digital record keeping environment.
2. Dartmouth should initiate a discussion of digital records management at the senior administrative level.
3. Where appropriate, Dartmouth should pursue an "all digital" approach as a core component of its digital strategy.
4. Dartmouth should assemble a team to formulate institutional strategy and identify first steps to its implementation.
5. Assessment of the need for academic repositories and digital asset management tools for curricular content should be an explicit part of the college's record management strategy.

The Council moved to the next agenda item, Articulating an Institutional Digital Asset Management Strategy: A Dartmouth/Duke project sponsored by the Andrew Mellon Foundation.

Jeff Horrell noted that the idea for this project developed between Dartmouth and Duke University colleagues resulting in a successful planning grant from the Mellon Foundation. The goal is to develop an overall strategy for preserving and maintaining access to digital assets the institution deems valuable to retain for specified periods of time or the long term. The Mellon Foundation believes that this effort will have potential value to other institutions as few have engaged in similar planning. Martin Wybourne commented on the magnitude and scope of this issue and the more complicated aspects of this problem being the policy issues. Martin also mentioned other aspects including data sharing, security, life cycle management, preservation, workflow, versioning, data storage and the leadership required. Wess Jolley stated that decision making should be based on policies rather than on applications of technology. Tom Luxon suggested that saving records (grades) on Blackboard would be redundant, wasteful, and potentially have confidentiality issues. Ehud Benor said that individuals should be instructed to set expiration dates for stored records. Lisa Celone questioned if other institutions (possibly the banking industry) could advise us and if it would be useful to understand their plans and practices. Jeff Horrell commented this may indeed be useful, but we first needed to understand the scope of Dartmouth's challenge in this regard before trying to address the policy and technical solutions. The digital infrastructure needs to be user-friendly, cost neutral and dependable. We must continue this planning and define steps in building the infrastructure to support Dartmouth's intellectual and administrative capital for the future.

The meeting adjourned at 1:22 p.m.

Recorded by Katherine M. Gould