Minutes of the meeting of the Faculty Library & Technology Committee meeting, held on Wednesday, October 20th at 10am in Seminar Room 208

In attendance: Tim Kaye (chair), Kristen Adams (*ex officio*), Bob Bickel, Steve Everhart, Davina Gould (*ex officio*), Dan Orie (*ex officio*), Rebecca Trammell (*ex officio*).

1.   Minutes of previous meeting

The Minutes of the meeting of February 4th were approved.

2.   Library Collection Development Policy

Rebecca Trammell presented a revised version of the previous policy, which includes a new section III(M) on how the library will consult on proposed changes to the core curriculum, such as moving from print to electronic access to certain materials. Prof Trammell also confirmed that any such changes would always be consistent both with ABA/AALS standards and our obligations as a federal depository. The policy was given the committee's unanimous support.

3.   Report on campus-wide IT upgrades

Dan Orie reported that wireless access had now been installed in all classrooms, and that upgrades to the Sebring courtroom (bringing it into line with the technology in other classrooms on campus) are scheduled to be carried out on from October 28 to November 2.

Dan also reported that although the controller in the Florin & Roebig courtroom has failed, this had had little or no impact on usage of the courtroom because of the recent installation of RoomView software, which had enabled the classroom technology to be controlled remotely. The controller will shortly be replaced; the RoomView software is being rolled out to include every classroom on campus.

Dan further reported that I.T. is now able to offer full support for Macs and other Apple hardware. On the Windows front, Office 2010 is now available to faculty who request it, although there are no plans at the moment to roll it out to everyone. We are also not yet ready to consider installation of Windows 7, since some issues with the software have not yet been resolved to our satisfaction, and we are waiting for the first Service Pack release. We are also looking to hire a Microsoft software specialist to cover a gap that we have had for a few years since our previous specialist left.

4.   Report on integration of I.T. with DeLand

Dan Orie reported that the new "tunnel" with DeLand is working well, and that both campuses should soon have mutual access to each other's intranet. We shall be moving to DeLand's Blackboard system. One thing that may change is our video-link system. Currently we use Skype, which works well but has a number of limitations, and so we are exploring other possibilities.

5.   Report on new bibliographic management program, RefWorks

Rebecca Trammell reported that the Library has recently purchased RefWorks, a bibliographic management program which is designed to store references, and to generate footnotes and bibliographies in word-processed documents. It includes a tool to "grab" bibliographical data from many databases and websites. The software license allows it to be used by faculty, students and alumni. It is envisioned that it may be useful for the writing of articles and books, student papers, and moot court briefs. Faculty Support will be trained in its use, and the librarians will be providing tutorials (including PowerPoints) to faculty.

Other bibliographic software is being monitored to see if it might provide additional capabilities. If other programs appear potentially useful to faculty, they will be brought before the committee for its input.

6.   There being no other business, the meeting adjourned at 11am.