Cyber Infrastructure Steering Committee
January 30, 2008 – Minutes

Attendees
Grace Agnew        John Brennan        Rhonda Marker
Kalaivani Ananthan Ron Jantz          Ann Montanaro
Isaiah Beard       Linda Langschied    Chad Mills
                  Mary Beth Weber

Agenda

1) Status of RUCore Faculty Deposit Module

Decisions
✓ The RUCore search interface, faculty deposit module and the NJDH search
interface have all been tested. The roll-out is tentatively scheduled for February
18, 2008.

To Do
• A few minor clean-up items remain. (Kalaivani, Rhonda, programmers)

2) Open Source Software discussion on process and procedures

Decisions
✓ Grace and Jeanne Boyle will propose adopting the GNU GPL (General Public
License) 3.0 license for use with our open source software. This provides
appropriate legal and anti-circumvention protection. Jeanne will consult with
university counsel to review this.
✓ A mechanism will be developed for those using our open source software to
report all bugs. Bugs will be addressed by us on a case-by-case basis, generally
based upon the scope of their impact on all users of the software.
✓ We will offer initial training and ongoing support for the Rutgers departments
utilizing our software.

To Do
• Decide strategy for keeping older versions of our open sources software available
for download. (All)
• Determine strategy/scenarios for other Fedora sites to help them adapt our open
source software to their particular environment. (All)
3) Metadata Documentation for the M.I.C. (Moving Images Collection) / RUCore Bibliographic Utility

Decisions
✓ The following people are responsible for developing metadata documentation for the Library of Congress. Documentation should illustrate what goes in each field with clear examples and screen shots.
  o Technical metadata – Jane Johnson, Isaiah Beard
  o Rights and Sources metadata – Grace
  o Descriptive metadata – Mary Beth

ToDo
• Determine a firm deadline for completion of documentation, probably within 4-6 weeks. (Kalaivani, Chad)

4) NJVid Project Discussion

Decisions
✓ Video specifications have been determined.
  o Video Source – analog and digital camcorder
  o Archival master – uncompressed AVI
  o Streaming protocol – QuickTime H.264
  o 29.9 frames/second, 640x480 resolution, data rate between 384-512 kb/second
  o Transcripts full-text indexed
✓ Archival masters will be stored on a separate server.

ToDo
• Continue to develop the NJVid Architecture. Grace will provide Ron with potential use scenarios which help guide architectural decisions. (Ron, Software Architecture group)

5) Other/New Business

Decisions
✓ Kalaivani is now the Repository Applications and Open Source manager.
✓ Articles generated from N.I.H. grants will be deposited into RUCore then sent to PubMed Central. Publications must be sent to PubMed within 12 months of the grant. Faculty will be asked upfront to provide a submission date for their article. Ron will lead this effort.
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✓ A discussion of upcoming conferences and attendees took place. Grace encouraged attendance at the C.N.I. Conference to be held in Minneapolis in April.

To Do
• Provide Grace with suggestions for the specialized skill sets we’d like to include in future posting for a new Director of Information Technology. Among the experience items discussed were web services, integrating library systems, server and network policies and an understanding of trends in interfacing with instructional technologies. (All)

Respectfully submitted by John Brennan – February 1, 2008