

# 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)

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- 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.
  - Technical metadata – Jane Johnson, Isaiah Beard
  - Rights and Sources metadata – Grace
  - Descriptive metadata – Mary Beth

### To Do

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

### To Do

- 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 NI.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