Cyber Infrastructure Steering Committee
September 3, 2008 – Minutes

<u>Attendees</u>

Grace Agnew   Ron Jantz   Chad Mills
Kalaivani Ananthan   Linda Langschied   Mary Beth Weber
John Brennan   Rhonda Marker

<u>Agenda</u>
1) General Updates

    <u>Information</u>
    ➢ Isaiah Beard will assume the role of "Digital Data Curator" making him the technical manager for all digital collections. Many of his project management responsibilities will be transferred to John Brennan. (see below).

2) AUL's report

    <u>Information</u>
    ➢ We are close to formally receiving an NSF grant for which we will be developing an analytical tool. This core technical work of this grant will be heavily dependent on workflow engines, requiring substantial training for staff. Chad and Shaun Ellis will discuss the analytical tool at our next meeting.
    ➢ We will be placing 1,500 videos from the public affairs show "The Open Mind" into RUCore. We will be working with Richard Heffner, a retired Rutgers professor who was the host of the show for it multi-decade run.

3) Formation of the Digital Project Management Team

    <u>Information</u>
    ➢ John will assume the role of managing the newly formed Digital Project Management Team. The objective is to support and provide continuity across all digital library project initiatives by formalizing and completing specific tasks needed to meet project objectives. These tasks include, but are not limited to, scanning physical objects, inputting metadata into the WMS and uploading digital objects to the server. The team will consist of TAS staff across multiple disciplines.

    <u>To Do</u>
    • Meet to formalize the scope and responsibilities of the team. – John, Ron, Mary Beth, Rhonda, Linda, Isaiah Beard

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4) Data Curation and Preservation

   <u>Information</u>
   - ➢ Ron reviewed a draft document outlining the strategy for data curation and preservation. He spoke about the life cycle of data which supports both quantitative and qualitative research and the primary areas of focus.
   - ➢ One key factor is that we'd like data to allow people to recreate experiments. Monica Mazurek, an Associate Professor in Civil & Environmental Engineering, has agreed to be a test case.
   - ➢ Mitch Denda, a professor in Mechanical & Aerospace Engineering, will give us videos of butterflies to also use as we test out our model.

Respectfully submitted by John Brennan – September 15, 2008