CYBER-INFRASTRUCTURE STEERING COMMITTEE (CISC)
Meeting Minutes – August 27, 2014

Present

Grace Agnew, Chair	Yu-Hung Lin	Caryn Radick
Isaiah Beard	Rhonda Marker	Mary Beth Weber
John Brennan	Aletia Morgan	Krista White
Ron Jantz	Chad Mills	

Excused

Kalaivani Ananthan	Linda Langschied
Peter Konin	Tibor Purger

AUL Report

Agnew said the FY15 budget is expected within a week. We will continue to focus upon those strategic initiatives which demonstrate the Libraries' vibrancy and the critical role it plays within the University. It remains incumbent upon all groups to pursue creative approaches to raise funds. She said one avenue might be commercializing the RUanalytic tool. There are a number of ways this could be done which would not only generate income, but reiterate the impact and reach of the Libraries. These options are currently being explored.

Agnew said the OLE migration will be accelerated. The initial target date for implementation was July 2017. It is now July 2016. This effort requires a significant amount of work and will be a major focus over the next two years, but will ultimately result in cost savings.

USAWG Charge

Marker reviewed a recommended revised charge for the User Services and Applications Working Group (USAWG). The group's scope has changed since the original charge was adopted as our technical environment has matured. The proposed revision more explicitly defines the scope of USAWG's responsibilities. The suggested changes were discussed. Agnew requested adding language regarding the development of application specifications, keeping in mind that all specification development should be done in concert with the Software Architecture Working Group. Another addition is that USWAG is responsible for the maintenance of public documentation within RUcore. The revised charge with the discussed modifications was approved. Marker will incorporate the agreed upon changes into the final charge.

State of the Libraries

The group discussed potential poster sessions for the November 5th State of the Libraries event. The following were decided upon.

- RUanalytic – Mills
- Student Projects – Marker
- New Jersey: State of Invention – Brennan, Agnew
- Wikipedia Study – Lin, Lily Todorinova
- EbethArke – Beard
- Counterfeit Coins – Jantz
- EAD Finding Aid Creation in RUcore – Radick
- HathiTrust – Weber, Tom Izbicki
- RUResearch, Primate Teeth – Morgan, Ryan Womack
- Storytagging – White (tentative, pending grant proposal)

Radick also said she would talk to her SC/UA colleagues about doing a poster session related to Rutgers upcoming 250th anniversary (i.e. Yearbook project, etc.). Agnew said Tech Services would provide whatever assistance was needed.

Brennan suggested emphasizing the Libraries' impact, reach and user collaboration throughout all of the presentations. Agnew asked Brennan to coordinate this effort to ensure consistent talking points.

Policy Discussion

The group reviewed changes suggested by Jane Otto to the draft of RUcore Resource Types Definition and Policy which were initially discussed at the August 13 meeting. The group agreed the option to embargo Administrative Resources would be made available. Additionally, usage statistics for all versions of a resource (current and superseded) will be maintained and made available. Weber had some minor editorial fixes which she will forward to Agnew.

Three additions were suggested for the Full Level Preservation Definition and Policy document, also discussed at the August 13 meeting. These additions expanded and clarified the minimum effort which will be done for all fully preserved digital resources.

Both the RUcore Resource and Full Level Preservation definitions and policies were approved as amended during the meeting. Agnew will incorporate all agreed upon modifications into the documents.

RUanalytic Demo

Mills demoed the latest version of the RUanalytic tool. It includes improvements to usability, functionality, and tool depth. Among the multiple upgrades:

- Users can now find published analytics in their personal workspace
- Threaded discussions can occur within the analytic
- Multiple videos can be viewed at the same time while creating an analytic
- Analytic XML and RTF can be easily exported
- Hyperlinks to the analytic can be created and shared by the analytic creator with anyone
- RUanalytic now works on an iPad
- Metadata is displayed in the work space adding to ease of creation
- Streaming media is now used which allows for some of the enhancements

Agnew said this version significantly enhances the ways in which our users can utilize videos in their research and teaching. She said all CISC members should familiarize themselves with the tool and consider ways in which it can be deployed and promoted. She added that an analytic cannot be published within RUcore without proper licensing. If anyone wishes to publish an analytic they should first contact her.

FY15 Action Plan

Agnew reviewed the new Action Plan template which includes Foundational Element, Activity, Contributions to Goal/Outcome, Indicator, Cabinet Oversight, Mid-Year Status, and Year-End Status. She said CISC should develop 5-8 goals for the upcoming year. A couple of initial goals were discussed. (A) Cleaning up definitions and documentation within RUcore. Weber, Brennan and Beard will do this from a CISC perspective. (B) Promoting RUanalytic throughout the University community and using it for

existing collections (i.e. China Boom, medical school videos, etc.) The group will think of additional goals to be considered at upcoming CISC meetings.

The next meeting is scheduled for September 10, 2014 at 10:00 in the Technical Services Building conference room.

Submitted by John Brennan
September 3, 2014