CITLAR (Committee on Information Technology, Library, and Academic Resources)  
Thursday, October 27, 2016 2:35pm-3:55pm  
Fenster Rm. 325 (New Panasonic Multimedia Room)  

Minutes - DRAFT

All CITLAR-related agenda materials can be viewed online: http://researchguides.njit.edu/citlar


**Faculty (Voting) Absent**: Andrzej Zarzycki, Maria Stanko, Eunice (Alice) Lee, Osvaldo Simeone, David Washington, Michael Lee, Karl Schweizer, Calista McRae, Trevor Tyson.

**Admin Present**: David Ullman (voting), Joe Bonchi, Blake Haggerty, Ann Hoang (voting), Maya Gervits, Davida Scharf, Joseph Mercuri, Charles Terng, Haymwantee Singh, David Perel, Matthew Brown.

**Admin Absent**: Bruce Slutsky, Monica Kenzie, Lisa Weissbard, Doreen Mettle, Kevin Walsh.

**Student Members Present**: --

**Student Members Absent**: William Ruys

1. **Introductions**

2. **Approval of Minutes of September 22, 2016 Meeting – Monica Kenzie**

3. **Associate Provost for IST and CIO Report – David Ullman**

   a. **Rebranding of IST Service Desk – Blake Haggerty**

      Help desk is legacy term with outdated perception that no longer sufficiently covers its role, hence the rebranding to Service Desk. The new ticket tracking system and online portal were created to support this rebranding effort. Greater number of tickets can be ordered 24/7 online without having to call or go in-person. Giveaways and events will be used to promote the new rebranding as well.

   b. **Status of IT Issues List**

      Document reviewing the service issues raised by Shared Governance Committees was distributed. There will be a renewed emphasis on content strategy for the NJIT website. Redesign for my.njit.edu is also in the works. Faculty web profiles on NJIT site will be drawn from Digital Measures system. Faculty can opt-in to have their personal webpages indexed for Google search, but should be mindful to main their pages and keep them up-to-date. Academic department pages have responsive design to change depending on mobile or desktop access by the user. Recommended process for e-mailing students is through the Moodle Quickmail feature.

      The proposed master course syllabus list is meant to create consistency and ease-of-access for students. Faculty raised concerns regarding this system due to the mercurial and tentative nature of syllabi documents.

      Cybersecurity software for detecting viruses and malware are being requested as part of the FY2018 budget. HR and IST are collaborating on a streamlining effort for the on-boarding/off-boarding process. New employees should have access to IT services before start date. Number of Lynda.com licenses have been expanded to support professional development.
4. **Software Library Licensing / FY2018 Requests – Blake Haggerty**
   Update was given on the fall 2016 software requests. Request for Mathematica was disputed by faculty. This discussion raised the issue of difficulty in prioritizing software purchases across departments. Possible strategy would be to emulate the library method for allocating funds for journal database subscriptions. More research will need to be done to investigate whether this approach can be applicable for software purchases.

5. **FY2018 Library Resource Priorities – Haymwantee Singh**
   The Library is planning to purchase Design and Applied Art Index for CoAD, Nature bundle of 23 titles (only 10 of the titles are currently in the collection), Factiva for the School of Management, and JSTOR in the Biological Sciences area. The JSTOR package was selected based on high turn-away data, indicating a demand for the product.

6. **Institutional Repository Data Plan – Matt Brown**
   Year 1 plan is to digitize 2,700 items currently on-hand and to create a metadata protocol. University course catalogs, Weston Museum documents, and syllabi are potential Year 2 and 3 content to digitize. Initial cost proposal is $38,000 for funding.

7. **Interim University Librarian Report – Ann Hoang**
   Rutgers University has initiated their Open and Affordable Textbook (OAT) in response to New Jersey’s Affordable College Textbook Act. The question was raised if NJIT Library should also investigate this approach and develop an open access plan to address the bill if passed.

   Motion was made to
   (1) submit new budget proposals for software licensing,
   (2) submit new budget proposals for library journal subscriptions, and
   (3) assign a subcommittee to examine the Open and Affordable Textbook initiative.

   Motions were approved.

   Concluding remarks on the new webconferencing technology used for this meeting indicated that the format worked well for its purposes.