

## DRAFT LISC Meeting

October 12, 2021

**Present:** Lindsay Van Berkom, Angela Hackstadt, Michael Dzikowski, Rebecca Mugridge, Brian Heaton, Heather Larkin, Aviva Bower, Tyler Norton, Rakesh Naik R

### Approval of minutes from 4/12/21 meeting

### Report from the Chair (Lindsay Van Berkom)

- Introductions and overview of LISC roster
- Review of the LISC charter

### Report from the Libraries (Rebecca Mugridge)

- **Open Access Policy.** The President approved the OA Policy, effective September 15. The Libraries are in the process of putting together an OA Policy Implementation Committee to help evaluate workflows and develop outreach efforts.
- **Anna Radkowski-Lee Graduate Assistantship.** The Libraries hired a GA to support outreach and communication.
- **Library hours.** The Libraries have had to cut back on library hours significantly this past year due to the budget reductions. The hours are posted here: <https://library.albany.edu/hours>
- **IMC renamed "Lower Level Lab."** The Libraries reviewed services and hours of the IMC. With the budget cuts and the loss of staff, we will be folding some equipment lending into Access Services, and eliminating the circulation of other equipment.
- **EITA Update.**
  - The Libraries' disabilities services webpage has been updated: <https://library.albany.edu/services/persons-with-disabilities> .
  - The Libraries conducted an inventory and assessment of assistive technologies; they are listed here: <https://library.albany.edu/services/persons-with-disabilities#assistive-equipment-and-software>
  - The Libraries' policy: *Library Services for Persons with Disabilities* has been updated and shared on our public policy library: <https://library.albany.edu/policies/persons-with-disabilities>
  - The Libraries conducted an inventory of the Libraries' furniture and space to determine whether we are meeting guidelines. We shared the results with Carolyn Malloch, Disabilities Coordinator, who confirmed that we are meeting guidelines and advised us to purchase bariatric furniture. Order placed for bariatric chairs for each of the three libraries and several library classrooms.
  - Libraries are on a list for consideration if funding becomes available for lever-style door handles.
  - Confirmed that high quality scans and basic OCR for instructional materials are available upon request.
  - Confirmed that transcripts are available for many, but not all, AV resources owned or licensed by the Libraries.
  - Confirmed that closed captioning is available for many, but not all, AV resources owned or licensed by the Libraries. We try to acquire or license materials with closed captioning when possible, but it is not always available.

- A committee of subject librarians has been charged with evaluating the Libraries' collection of materials on the spectrum of disabilities, issues, and services, and will submit recommendations to the Director of Collections by October 31, 2021.
  - Training offered by DeQue University is being evaluated this month. We plan to develop a curriculum of customer service training related to persons with disabilities for all staff, and training for faculty and staff who develop either print or online content.
- **Strategic planning.** The Libraries have reviewed and updated its 2018-2023 strategic plan, documenting status. We are spending the next few months identifying priorities for the next 2-3 years.
- **Policy and Procedures Manual Review.** The Libraries are undertaking a review of its P&P manual with the goal being to review and update all policies by the end of 2022. As we update policies, we are making some of them public, which you can find in our Policy Library: <https://library.albany.edu/policies>

### Report from ITS (Brian Heaton)

- CEAS support change
  - Has always been provided by ITS, in part
  - Moved Will Augustine from CEAS into ITS on 9/16
  - ITS now provides all IT support for CEAS
- CAS support change
  - CAS has always had their own IT support unit
  - Moved all CAS Computing staff (5 positions and 1 vacancy) into ITS on 10/1
  - ITS will provide at least the same level of service that CAS Computing has been providing
- Duo in front of VPN now (as of 2 weeks ago)
- We're working to get our service request workflow in place for our video captioning tool (3Play Media)
  - Coordinating with the Library on copyright issues related to the use of video, and I believe, looking for Library to take the lead on copyright guidance for faculty
  - Chris Moore is working with Library folks
- SUNY went through an RFP for a new LMS/DLE contract since the Blackboard contract is expiring
  - Desire2Learn's Brightspace was awarded the contract
  - This will have implications to UAlbany's DLE
  - ITS is working closely with ITLAL and the Provost's Office on next steps
- ITS continues to advocate for a student tech fee increase
  - UA students pay \$682/year
  - The other 3 University Centers average \$844/year; all 3 are over \$800
- ITS is reviewing the Responsible Use of IT Resources policy
- Several ITS vacancies are posted
  - Difficulty recruiting for most positions, particularly:
    - Research Technology Manager
    - Research Technology Analyst

### **Report from ITLAL (Aviva Bower)**

- Fall workshops for faculty and instructional staff have concluded, but our workshop series for graduate students begins next week. If you work with graduate students who are preparing for the academic job market, please direct them to [www.itlal.org](http://www.itlal.org) to learn more. A full listing of workshops is available from the Events tab.
- ITLAL's Early Semester Survey service closes at the end of this week (October 15). Instructors have the option of administering paper or web surveys this semester. To request surveys for a course, visit our website ([www.itlal.org](http://www.itlal.org)) and click on the Our Services tab.
- ITLAL recently published a collection of resources specifically aimed at graduate students who are new to teaching. If you work with graduate students who are teaching this semester or preparing to teach soon, please let them know about the Toolkit for New Teachers, available at [www.itlal.org/tnt](http://www.itlal.org/tnt).
- Reorganization is currently underway to create a new organization, the Center for the Advancement of Teaching, Learning, and Online Education (CATLOE), that will bring together the functions of three existing units: ITLAL, OTL, and Educational Technology Services (ITS). The primary goal of this reorganization is to create a "one-stop shop" for teaching and learning support. We believe this will facilitate faculty access to all the University's teaching support and development resources and provide seamless support for the development and implementation of online programs. Details of the center's structure are still being finalized, so you'll be hearing more details in the days to come. We are very excited to continue supporting effective teaching and learning at UAlbany in this new organization.

### **Rakesh raised graduate student concerns regarding library hours**

- Specifically mentioned Dewey Library is not open late enough M-F and is closed on the weekends
- Graduate Students have expressed they are not happy with the lack of evening/weekend hours and do not feel they should have to drive Uptown to use the library during later evening hours or weekends
- The Dean of the Libraries (Rebecca) explained the current hours are due staff losses, not being able to fill positions, and budget cuts.

**Upcoming Senate Meeting:** Wednesday, October 13

**Upcoming LISC Meeting:** Tuesday, November 16 at 3:30 PM