I. Call to order: 9:08 pm.

II. Roll Call:

In attendance: Andrew, Dan, Lyndsey, Aden, Valentine, Arjun (L), Helen (L)
Excused Absence: Whitney
Special Guest: Sara Froikin

III. New Business

A. Status Report from Sara Froikin, head of recycling working group

1. Presented Draft Printing Proposal (hard copies distributed at meeting, electronic copy to be circulated when available)
   a. Default library printers to double-sided printing. Word from library is that they’re switching this summer; we’d like to verify that and switch earlier if possible. Also need to determine who controls what printers.
   b. Eliminate printer coversheets: no longer as necessary due to kiosk system; all it does is show your current balance, which could be done elsewhere, potentially on lawnet.
   c. Remove round-up “penalty” for printing double-sided, if such penalty exists. This may be due to the particular program being used to print. Ideally, switch to charge one page per double-sided page, but that may not be practical. Also, printing multiple pages per sheet also bills for the total number, not the actual pages printed.

2. As part of planned recycling education drive in the spring, perhaps include instructional segment on printing changes.

3. Printing at journal offices, clinic offices - is that controlled centrally? Journal offices - probably done individually - talk to editors in chief.

B. Update on Faculty IT Committee, from Aden and Andrew

1. Website-related developments
   a. Libby Schmaltz in Alumni Development and External Affairs was hired in November to work exclusively on website.
   b. Web Server Upgrade last semester
   c. Website redesign plan launching, possibly next fall, unlikely
   d. New faculty web committee formed to serve as focus group on website overhaul

2. Website goals articulated by the Faculty IT Committee
   a. to provide useful information easily
   b. access to content
c. access to administrative aspect
d. interoperability between website and outlook
e. marketing tool
f. simplicity
g. more support within the IT dept

3. Features and functionality
   a. Multimedia functionality
   b. Intraweb portal
c. Scannable pages
d. Disability compliance

C. Develop recommendations on CLS website overhaul
   1. First step: solicit recommendations on the website from students through the
      creation of an electronic comment box.
   2. Send out a school wide email to ask for comments from a newly-created gmail
      account. Draft to committee by Friday, final version to go out Tuesday with a
      one-week window for response.
   3. Lyndsey will take point on this.

D. Address student inquiry on videotaping of classes
   1. Query from a student about why we don’t webstream taped classes, instead of
      forcing students to watch tape at viewing stations in library.
   2. According to Faculty IT Committee report, this is already in the works. Dan
      will check with Brian Donnelly to confirm before responding to student inquiry.
   3. Possible interim solution is to do audio streaming like Dorf did for first three
      classes of Fed Courts this semester.

E. Follow-up/next steps on McKeever library meeting from last semester
   1. Recap of the main concerns:
      - Physical plant issues - study space
      - Pegasus
      - Research/training – Andrew
      - Hours of library
      - Database issues
      - Food
      - Survey - first priority - figure out what the students want - Whitney & Andrew
      will develop in coordination with Jody Armstrong – to be distributed by
      Student Senate – needs to be concise to encourage maximum response rate –
      also, we need to offer a good premium
F. Other business.
   1. A proposal was made to provide printer in law school apartment buildings.
  2. Exam-soft on Mac
     a. Why not??
     b. Rolling out new software to take exams natively on Mac
     c. Make policy more transparent
     d. Looks like 1L’s are the pilot group
  3. Dean Frantz Merine, director of CLS IT department will be attending an upcoming committee meeting

IV. Set next meeting time: Wednesday, February 7, 12:25 pm - 1:20 pm.

V. Adjourn – approximately 10:20 pm