

Library, Technology & Telecommunications Committee Meeting

Monday September 16, 2013

Library Conference Room

Attendees: Stephen Castellano, Raymond Diaz, Mine Doyran, Stefanie Havelka, Sharon Jordan, Ai Le, Joseph Middleton, Scott Saccomano, Vincent Sandella, Kenneth Schlesinger

1. Meeting was held Monday, September 16th at 11 am.
2. Outlook/exchanges issues. If faculty members have questions and/or issues please contact your IT liaison, Vincent Sandella, Joe Middleton or Ron Bergman.
3. Lab Wi-Fi accounts for iPads: Ai Le reported, that IT will set up Lab Wi-Fi accounts for Library iPads'.
4. Students have access to cloud storage space *skydrive*. More information can be found at <http://www.lehman.edu/live/faq.php>. IT department will create marketing materials (handout/brochures).
5. Stefanie Havelka was elected as member of Ad Hoc Committee on Academic Structure and Mine Doyran was elected as member of Ad Hoc Committee on Student Evaluations.
6. Steven Castellano showed Blackboard support pages (for faculty and students): <http://lehman.edu/itr/blackboard.php> as well as <http://www.cuny.edu/about/administration/offices/CIS/functions/bb/userguides/blackboardcollaborate.html>.
7. Discussion of In Your Class updates (updated [terms of use](#) and [privacy policy](#), and [sharing guidelines](#)).
8. Stefanie Havelka reported on Data Protection for Mobile Devices (message from Frederick Schaffer, Senior Vice Chancellor and General Counsel Brian Cohen, Associate Vice Chancellor and University Chief Information):
"We must remind you that the University's IT Security Procedures require that non public University information, including, social security numbers, protected health information, and confidential financial, administrative and research data must be encrypted and password protected when present on laptops and other mobile devices such as tablets, smartphones and USB storage devices." For questions or more information please contact the IT department.
9. Joseph Middleton shared draft "Lehman email signature guidelines". Further information will be forthcoming.
10. Mobile Reference. Library faculty is now roving the library equipped with an iPad to answer students' questions at point of need.

Respectfully submitted

Stefanie Havelka

Respectfully submitted

November 4, 2013

Stefanie Havelka, Committee Chair