



NJVid Project Team Conference Call

August 14, 2008 – 9:30AM

MINUTES

Present: Charles Hedrick, Sheri Prupis, Jane Hutchison, Sandie Miller, Tom Nemeth, Sujay Daniel, Robert Harris, Judy Jeng, Grace Agnew, Charlie McMickle

Dates for Upcoming Project Team Calls:

Sandie proposed holding them the second Friday of each month. In the Summer, Tuesday afternoon at 2PM is good; specifically the second Tuesday of each month – The next call will be on September 12. Sandie will email everyone the upcoming dates.

Here are the dates for the record:

All of the following begin at 9:30am and are on the second Friday of the month unless noted otherwise:

9/12/08

10/10/08

11/14/08

12/19/08 (3rd Friday in the month - Sandie's on vacation)

1/9/09

2/13/09

3/13/09

4/17/09 (3rd Friday in the month - the second is on Good Friday)

5/8/09

All of the following begin at 2pm and are on the second Tuesday of the month:

6/9/09

7/14/09

8/11/09

Alpha Implementers & Advisory Board Meeting at the NJEDge Conference:

To be held 11/19/08, from 2PM – 5PM. Registration will be separate from the conference meeting.

Might need to ask IMLS for food money – Robert Harris can place a link to the conference Web site on the NJVid site – Sandie will send “SAVE THE DATE” emails to both groups – Preliminary agenda was discussed: demonstrate the Commons, inform the Advisory Board of our plans for commercial video,

follow-up on the advice given at the first Advisory Board meeting on 4/28/08, maybe each workgroup chair can give a report on their progress (this might not be practical given that a 10 minute presentation by our 10 chairs would equate to 100 minutes of presentations, which is much too long) – Original group that devised the first Advisory Board meeting agenda should reconvene to devise the upcoming meeting's agenda.

Update on Progress with hiring Programmers:

NJEDge reposted the systems programmer position. Asks for LDAP experience. Would be great if he/she knows PHP. They have a person on staff who needs to be hired by the grant. Should we keep a lower-level ongoing contract with Rutgers? Charles said he can fulfill this role given he has some experience with PHP. Sujay, too – Grace would like to bring aboard a remotely-located Shibboleth consultant, paid for by the grant, for a year from Internet2 to project what we'll need. IMLS would need to approve. Sandie thinks this will not be a stumbling block – This is to be shared with IMLS by the September 12 Project Team conference call.

Did we ever subcontract with Rutgers for a Shibboleth application programmer? Charles' staff has been undergoing Shibboleth development. Subcontract to be ready by HP meeting on August 21. Want to turn it over to identity management group. Grace is working on Statement of Work. George said it should include a Memo of Understanding – Best Java developers report to IT computing group rather than Charles – Who will carry on the development once the contract expires? NJEDge's programmer should take this over. Php pages, etc. (glue person) present an ongoing need for this. NJEDge's programmer should take this on as well.

Authentication & Authorization:

We are not performing course-specific A&A in the initial phase of the grant, only institution-specific. However, integrating links to NJVid videos within course management systems is part of the grant – Identifying faculty within local institutions' LDAPs is more problematic than identifying students. Even small schools have SIS. A script will automatically identify a faculty member as a member of the course – Learning on Demand material is a faculty deposit, so the contributors naturally have the right to that material – Sujay will send out a survey asking institutions what CMS they use. Data from the survey to be culled prior to November's NJEDge conference.

Update on Hardware:

Follow-up conference call with HP scheduled for Thursday, August 21 from 2-4PM. Grace, Charles, Sujay, Ron, Dave, Isaiah, Sandie to be on the call – Regarding video storage: No follow-up to report with Research Channel. Sujay mentioned looked into Digital Well asset management. Sandie to contact VIVA in Virginia to ask how they archive their videos. Latest Storage Tek is supposed to be better. Another meeting w/Sun to be scheduled.

Installing the Fedora repository at NJEDge and peering it with Rutgers' Fedora is not dependent on storage but the version. Will wait for next version to come out.

Locally-Owned Videos Action Plan:

Tom explained what's scheduled for the next month – Important encoding demonstration meeting at Rutgers, Newark on 8/20/08 – Two forms to be sent to A.I.s prior to the meeting: Deposit Agreement and Metadata Deposit Form, both necessary to NJVid's workflow (the latter for the time being) – Grace to help institutions with their rights issues, Erika to discuss condition assessment of physical materials and provide a handout on the topic as well

Mary Beth Weber to hold a meeting with her Metadata workgroup to train the members about the intricacies of the WMS by cataloging the initial offering of locally-owned videos brought to the 8/20 meeting, using the Metadata Deposit forms brought to that same meeting

IPC workgroup can hopefully finish up their legal and sample documents by the time the locally-owned videos are ready to launch – By the same token, Robert Harris has been redesigning the NJVid Web site, which hopefully will be approved by the Web group and ready to “go live” by that time as well. The documents, policies, terms, browsing taxonomy, and videos all need to be on the site before it can be re-launched.

Further Business:

Outreach & Marketing group to meet soon to discuss content and layout/design of tri-fold brochure to give out to attendees of NJEDge Conference in November.

We are waiting to connect with NJN until we have a policy established as to the relationship between NJN, NJDH, and NJVid (no real distinction between NJDH & NJVid). Grace will contact Lisa Baer-Miller.

CollegeAnywhere meeting set for 9/4 at 1PM at Rutgers SCC. Just the Project Team should attend so as not to muddy the waters.

VALE Digital Media committee has negotiated with five vendors whose content can hopefully be integrated into NJVid's Commercial Video collection launch.

Upcoming Presentations:

Internet2 – October – Grace

Educause – October – Sandie

CCUMC – October – Sandie

CETC – August – Isaiah

Locally-Owned Content on Tap for NJVid Commons:

Tom mentioned the content that he has heard institutions are bringing to the August 20 meeting. A variety of material, but not an abundance of it. Therefore, browsing might be better to start off with than searching. In that case, need to establish browsing taxonomy – Sandie offered to get in contact with Rochelle Kaplan.

MEETING ADJOURNED AT 10:50AM.