



NJVid Project Team Conference Call Minutes  
Friday, September 11<sup>th</sup>, 2009 9:30am

In attendance:

Isaiah Beard  
Sujay Daniel  
Jane Hutchison  
Judy Jeng  
Sandie Miller  
Chad Mills  
Tom Nemeth  
Sheri Prupis

- **Commercial Video Launch (FMG Evaluation)**

In the next 2 weeks, Sujay will be busy setting up the NJEdge.Net Shibboleth server. Then, we will be ready to ingest objects. Grace identified the following 8 steps that need to occur to roll out commercial video at the NJEdge fall conference. We reviewed the milestones and assigned dates at the conference call today. Rutgers is highly involved in all or most of the steps so it is important to lay it out in order to be able to schedule everything for this collection:

1. Shibbolize NJEdge's Fedora Server (Sujay, Chuck, Ron) - 2 wks - 9/25
2. Set up collection structure – After much discussion, we decided that this can be set up as it is now. WPU can become the model and we will share our collection architecture model with others, but decisions will be made over the next 2 months rather than trying to hold up the Commons Transfer for input from each participant. We can revise collections later. In addition, the new version of Fedora 5.1 will make it easier to revise. We can ask our partners to look at deciding about collection architecture before adding anything new and decide before ingestion.  
Sandie asked if an institution needs to be added if they are just a user, but not a contributor. The answer was that no institutional record is necessary for access alone. The Institution is the owner of a collection. It's an address for the WMS. Tom will set up institutions, then collections. There are 8 organizations in the Commons. Tom can set these up on Monday. He will then associate the institutions with a collection. We should allow perhaps 2 days. Tom asked, "What is title of butterfly collection?" Isaiah and Ron agreed to use the one we have been using.
3. Ingest collection objects - 1 week
4. Configure WMS (Kalaivani assists Sujay) A question arose as to what exactly this was. Some thought that it was creating templates for each collection - Tom will set up a conference call with Tom, Kalaivani & Sujay in the same week as this should take place to clarify and for any help.

5. Ingest NJVid Commons video objects - Tom with Isaiah's help – he can use XML import for these and if there are any questions about the XML import, he can work with Ron.
6. Move NJVid website and portal to NJEdge server. 2-3 weeks - worked on concurrently -by Phil Gilhaus
7. Ingest commercial videos including creating metadata and thumbnails (Isaiah, Tom and Mary Beth). Tom will catalog several videos from MARC Records. Mary Beth will review. 1 wk
8. Set up alpha partner portals (Chad, Tom, Sujay) - Chad is working on something different from iFrames. iFrames are for outside hosting. NJEdge.Net will use a general search engine and a non-iFrames solution since it is native hosting. iFrames will be used for the alpha partner portals. Chad will be available to help.

FMG testing institutions will commence testing around 10/15/09. We could save some time by going ahead and getting the rest of the FMG titles to Isaiah for transcoding. Jane will contact FMG - Wendy Collins to get them on a hard drive. Wendy can compile the ones owned by NJ institutions.

We also need to be able to send videos from Rutgers to NJEdge. Sujay will set up secure FTP so Isaiah can do so.

- **Commons Update -**

We will use the 2 month plan to develop collection architecture information . Thus, the Commons collections will be flat at first except for Rutgers (Mitch Denda's butterfly collection). The Collection Architecture question will need to be asked of each new contributor.

The next version of Fedora (5.1) is due the end of October. Relationships can be set up for more than one collection then, but not now.

WPU loaned Rutgers a ¾" tape deck. So NJVid can now accept those deposits. Bergen County College has many of these.

- **Hardware Update** – As mentioned before, NJEdge is in the process of staging the fedora server set up. Otherwise, all hardware is ready to go.

- **Annotation Tool Update** – Chad explained that he has had no new feedback. He's had to lay it aside temporarily for other concerns, but development will be ramping up again in October. We hold off on demonstrating it at the NJEdge Conference in November to see if we can get it in as the timelines are so close. However, we could demonstrate the changes to the NJVid Advisory Board in the preconference meeting as they haven't seen it since June 17<sup>th</sup>. There will be some changes by November although it will probably still be a prototype.

- **Shibboleth and NJTrust Update -**

Middlesex County College is working on using centralized LDAP. NJEdge can point to their AD. Mike Malone from MCC has to reach out to his supervisor for permission. The County College of Morris is having a hard time getting Shibboleth set up. Tom will call the 8 testing institutions with the new date of 10/15 to participate in the test.

Sandie asked how individual institutions will go in and out of Commercial Video as they sign up and discontinue licensing with different vendor's collections. This needs to be further discussed.

- **Sustainability Update** – Sandie asked John Brennan to be on the Outreach and Marketing, but we still need more solid members to participate in Sustainability. We still need to build a business plan. Isaiah will ask Linda Langscheid to call a meeting and get this started again. Tom and Sandie will

follow up with Rajiv Kashap from WPUNJ's College of Business. However, the Sustainability group can start to put dollar amounts on what is being done to incorporate it into the expenses.

- **Learning-on-Demand** – There are 2 things that differ from the other two collections: the strategy for access to video within a course is to put in unique link into the local Course Management System. Limiting to the course is beyond what we said we'd do in the grant. We'll need to remind contributors that limiting by inserting a video link into the course website is a risk management procedure and we'll need to give copyright guidance. The other issues are how long to sustain these collections (i.e. one semester?) and how can faculty upload directly? These should be addressed by the Learning-on-Demand group sometime soon after the Commercial Video launch at the NJEDGE.Net conference.  
Sheri Prupis reminded Sandie to send out a "Save-the-date" to the Advisory Board for 11/18 2-5pm.
- Any other presentations to date?  
EDUCAUSE Mid-Atlantic Regional in Baltimore – Sandie and Sheri  
CCUMC – Jane Hutchison  
National Media Market – Jane Hutchison  
6/19/09 conference call with MERIT – George Laskaris  
International Conference on Digital Archives and Digital Humanities 12/1-2 – Judy Jeng

Sandie will send out the new conference call dates to all.  
Next meeting on Friday, October 9<sup>th</sup>.

Meetings are as follows:

Tuesday, 11/10/09 – 2pm  
Friday, 12/11/09 – 9:30am  
Friday, 1/8/10 – 9:30am  
Friday 2/12/10 – 9:30am  
Friday 3/12/10 – 9:30am  
Friday 4/9/10 – 9:30am  
Friday 5/14/10 – 9:30am

Meeting adjourned at 11:30am.