



## Imaging and Document Management Constituent Group Meeting Minutes

**Session:** Thursday, November 6, 12:45 – 2:05 p.m. (25 participants)  
**Facilitator:** Susan Thornton, Information Technology and Computing Services/Strategic Initiatives, East Carolina University, Brody School of Medicine

### Agenda Topics

- Welcome and Introductions from all Attendees 5 minutes
- Icebreaker 10 minutes
- Rand Smale C.A., Chief Financial Officer 15 minutes
- Saskatchewan Institute of Applied Science and Technology
- Interactive Discussion 40 minutes
  - Suggested Topics for Discussion:
    - Web Content Management Systems
    - Learning Content Management Systems
    - Digital Imaging Ethics
    - Backup Storage Issues
    - PDFs everywhere
    - Disaster Recovery
    - Storage Issues
    - Document Processing and Workflow
    - Electronic Evidence
    - Electronic Privacy/Confidentiality
    - Electronic Data Ownership
- Suggestions/Volunteers for brief presentations to the Image-DM Constituent Group at the EDUCAUSE 2004 Conference 5 minutes

### Minutes

The Imaging and Document Management Constituent Group meeting began with an icebreaker game of sorting letters. The game has participants take a letter they had received and put it on the board, and then they had to figure out what word the letters spelled. In keeping with the EDUCAUSE 2003, the word was Disneyland. After the icebreaker each attendee introduced themselves and told us what imaging and document management projects they were working on and what they wanted to get from this group. Some of the topics attendees were interested in included copyright issues, digital systems, undergraduate admissions projects, digital preservation, preferred methods of storage, correspondence imaging solutions, handwriting recognition, and delivery systems with low band width.

Jeremy Rowe, Arizona State University talked about the ECURE conference to be held on the ASU campus March 1-3, 2004. ECURE stands for preservation and access for Electronic College and University Records. There is information available on the ECURE web site at [www.asu.edu/ecure](http://www.asu.edu/ecure) or you can search google.com for ECURE.

Rand Smale, Saskatchewan Institute of Applied Science and Technology shared information about the document and imaging project on his campus, including some of its failures. Jeff Lemich, University of Maryland spoke about COLD technology on his campus and how important good analysis and standard setting are. Daniel Painter, Westmont College told the group his campus has a paperless system that was developed at a very low-cost using Adobe Writer and an Canon i260 scanner.

For more information about the Imaging and Document Management Constituent Group, please visit the group Web site at <http://www.educause.edu/cg/image-dm.asp>. Online subscription to the group listserv is available through the "Join or Leave List" link on the group Web page or by clicking here <http://listserv.educause.edu/cgi-bin/wa.exe?SUBED1=image-dm&A=1>.

Suggestions for discussion topics, along with changes or enhancements for the EDUCAUSE 2004 group meeting are welcomed and encouraged.

Submitted by:

Susan Thornton ([thorntons@mail.ecu.edu](mailto:thorntons@mail.ecu.edu))

Information Technology & Computing Services/Strategic Initiatives, East Carolina University, Brody School of Medicine