



## Imaging and Document Management

### Constituent Group Meeting

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EDUCAUSE – Orlando, Florida

Leader: Susan Thornton (*thorntons@ecu.edu*)  
Information Technology & Computing Services  
East Carolina University, Brody School of Medicine

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#### ----- Agenda Topics -----

Welcome and Introductions from all Attendees	5 minutes
Interactive Discussion	40 minutes
Suggested Topics for Discussion:	
<ul style="list-style-type: none"><li>• Business plans-For Starting up imaging / doc mgmt projects or units</li><li>• Web Content Management Systems</li><li>• Learning Content Management Systems</li><li>• Digital Imaging Ethics</li><li>• Backup Storage Issues</li><li>• PDFs everywhere</li><li>• Disaster Recovery</li><li>• Storage Issues</li><li>• Document Processing and Workflow</li><li>• Electronic Privacy/Confidentiality</li><li>• Electronic Data Ownership</li></ul>	
Suggestions/Volunteers for next EDUCAUSE 2006 Conference	5 minutes

**Attendees**

EDUCAUSE -Image-DM 2005

Armie Hassen	ahassen@wvsom.edu
Bernadette Lavin	lavinb@stjohns.edu
Bonita Mills	bmills@kent.edu
Cal Pelton	epelton@vermontlaw.edu
Cindy Campbell	ccampbel@clunet.edu
Cindy Mitchell	cindy@maine.edu
Clay Maddox	cmaddox@unf.edu
Dan Consolver	dlc@ku.edu
David McKnight	david.mcknight@mcgill.edu
David Willson	dwillson@berkeley.edu
Debbie Gardner	dagardne@syr.edu
Diane Oad	dload@syr.edu
Eileen Cusick	cusick@stcc.edu
Evan Nisonson	enisonson@msmc.la.edu
Gary Holeman	Garyholeman@letu.edu
George Mathew	george.mathew@fcc.edu
Gina Rendina	grendina@docfinity.edu
Gloria Jorgenson	imagine@ucalgary.ca
Jeremiah Hamilton	jhamilton@mailclerk.ecok.edu
Jim Bouse	jbouse@uoregon.edu
Jim Carnahan	jimcarnahan@boisestate.edu
JoAnn Pelletier	jmpellet@bristol.mass.edu
Joe Mantione	mantione@buffalo.edu
John Grover	jpgrover@maine.edu
Kevan Austen	austen@ucalgary.ca
Kevin Ulshafer	kulshafer@wesleyancollege.edu
Lisa Spence	lspence@georgiasouthern.edu
Lynn Hulett	hulett@wsu.edu
Mark Cain	Mark.cain@cincinattistate.edu
Marybeth Salmon	msalmon@albany.edu
Matt Zimmerman	matt@nyu.edu
Maura Woods	woodsm@stjohns.edu
Mike Lafortu	mlafortu@sungardsct.com
Mike Neuman	neuman@georgetown.edu
Niyazi Bodur	nbodur@nyit.edu
Richard Harris	rsh1@uillinois.edu
Rick Mayden	maydenrl@slu.edu
Ron Vyhmeister	rvyhmeister@aiaas.edu
Rudolf Lienhard	lienhard@upstate.edu
Scott Rice	serice2@uncg.edu
Scott Weaver	saw1@psu.edu
Steph Rudy	srudy@cassevern.com
Steve Terry	sterry@memphis.edu
Theresa Mueller	tmueller@ucalgary.ca
Tom Maskell	tmaskell@cassevern.com
Victor Navarro	victor.navarro@cgcmail.maricopa.edu
Winnie Tsang-Kosma	wkosma@gsu.edu

Each attendee introduced themselves and told us what Imaging and Document Management projects they are working on and what they wanted to get from this group. Some topics that came up for discussion were: low cost ways to start, digital libraries, OCR problems and questions, institutional repository, faculty evaluations, planning/implementation issues, and remote scanning.

Most people in attendance wanted some assistance in getting started with an Imaging and Document Management solution. Lynn Hulett from Washington State University shared some suggestions for those newcomers since they have been doing it for some time. One suggestion was to hire an Imaging Coordinator for the project and another was to do a phased approach. Some other suggestions from other people were:

- Have a good OCR package and you should have a good reason why you should OCR.
- Visit other schools to see how they implemented
- May need a vendor/consultant
- Workflow is critical
- Setting up keywords is important
- Look into a good scanner
- Have responsible people for the servers

Mike LaFortune from SungardSCT mentioned a good book for addressing legal issues. The book is **Information Nation: Seven Keys to Information Management Compliance**, by Randolph A. Kahn, ESQ. and Barclay T. Blair, AIIM International

Attendees were encouraged to visit the Imaging and Document Management Constituent Group website at <http://www.educause.edu/cg/image-dm.asp>. Anyone that has suggestions for topics of discussion, changes or enhancements to this group meeting to be included at EDUCAUSE 2005, should email them to Susan Thornton ([thorntons@ecu.edu](mailto:thorntons@ecu.edu)). Also to join the listserv, go to <http://listserv.educause.edu/cgi-bin/wa.exe?SUBED1=image-dm&A=1>

Reminder for the ECURE Conference February 27-March 1, 2006 at ASU. ECURE stands for Preservation and Access for **E**lectronic **C**ollege and **U**niversity **R**ecords. 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.