FAS Administrators’ Town Hall

January 16, 2020
Fong Auditorium, Boylston Hall
Agenda

Connect with FAS Colleagues  Ticknor Lounge

Welcome, Introductions, and Updates  Leslie Kirwan

Harvard Library: from Collections to Connections  Martha Whitehead

Financial Updates  Leslie Kirwan, Jay Herlihy

HUIT  Charles Kling, Maria Apse, Alan Wolf, Kyle Shachmut

Administrative Systems Palooza  Mary Ann Bradley

Closing / Q & A Session  Leslie Kirwan
Welcome, Introductions, and Updates

Leslie Kirwan
Dean for Administration and Finance
Harvard Library: from Collections to Connections

Martha Whitehead
Vice President, Roy E. Larsen Librarian for the Faculty of Arts and Sciences
Harvard Library and Open Knowledge: Collections and Connections

Martha Whitehead, Vice President for the Harvard Library and Roy E. Larsen Librarian for the Faculty of Arts and Sciences
FAS Administrators’ Town Hall, January 16, 2020
Outline

1. Research libraries in a global knowledge commons

2. Harvard Library
   a) Overview
   b) Sample services
   c) Key current priorities

3. Discussion
Research libraries in a global knowledge commons
Our Shared Goal:
Collaboratively develop a global knowledge commons for the benefit of our user communities

Data at the core, surrounded by enabling layers of:

• policy
• distributed infrastructure
• services that facilitate user engagement with data
Data at the Core:  
*Developing a Holistic Vision*

We have distinct associations, initiatives and parts of our organizations focused on these four different forms of data, but they have similar concerns:

• Acquisition and dissemination
• Discovery, access, and interaction
• Preservation
Policy:
Advancing Openness and Diversity, Respecting Privacy

- What are we collecting? Whose voices can be heard? Who can have access?
- Rights management (authors, publishers, users, subjects)
- Data governance (security, privacy, accessibility)
- Value systems of promotion/tenure and rankings
Infrastructure:

*Open, Distributed, Collaborative*

• Distributed, trusted networks (not oligopolies)
• Frictionless, cost-free processes for researchers
• Academic control of data/content
• Reasonable and transparent costs for infrastructure
• No cost for the data/content itself
Services:

Enabling Diversity, Inclusion, and Engagement

Engaging in innovative ways with content in research, teaching and learning

User-focused:

• common standards enable diversity
• systematically learning about user needs
• face-to-face and virtual
• space as service
In our global data spaces, we have opportunities to share our local communities’ unique strengths and promote diversity and intercultural understanding, just as we have in our physical spaces.
Think globally
Act locally
At Harvard Library...
Learning, research and the sharing of ideas and knowledge have been intertwined at Harvard since its inception.

“Bay Psalm Book,” 1640, Houghton Library
Your Story Matters

Click to find out what readers are saying about DASH!

Portugal: 6 stories
Charlie Archive

Documenting the vigorous debate about fundamental political and ethical issues that followed the 2015 terrorist attacks on the French satirical magazine Charlie Hebdo.
DMPTool

What is a data management plan?

A data management plan, or DMP (sometimes also called a data sharing plan), is a formal document that outlines what you will do with your data during and after a research project. Most researchers collect data with some form of plan in mind, but it’s often inadequately documented and incomplete. Many data management issues can be handled easily or avoided entirely by planning ahead. With the right process and framework it doesn’t take too long and can pay off enormously in the long run.
Digital Scholarship
Interested in AR and VR? Explore different worlds with the HTC Vive Headset at Cabot Science Library.

The Cabot Science Library's AR/VR Studio has moved to the Lower Level.

Interested in augmented or virtual reality?

Come visit the new AR/VR Studio in Room LL04 on the lower level of the Cabot Science Library and explore different worlds and universes with the HTC Vive Headset.

Appointments to use the space are required. Email us to book your visit.
Space as a service

• Great progress, more to do
• Collections storage and on-site showcasing
• New user experience opportunities
A note about collaboration

• **Across Campus**

• **Locally, Regionally, Nationally**: Harvard-MIT Library Collaboration, Massachusetts Historical Society, ReCAP, Ivy Plus Library Confederation, HathiTrust, etc.

• **Internationally**: Open Preservation Foundation, Confederation of Open Access Repositories, Bibliothèque Nationale de France,
Key Current Priorities

• Diversity, Inclusion and Belonging
• Research, teaching and learning partnerships
• Charismatic collections
• Digital planning
• Space planning
• Financial resilience
Looking forward, looking back

“John Harvard’s bequest, which created the first library in the English colonies, did not preordain the library’s present contribution to learning. That has come about because generation after generation of men (and since 1859, women) have changed the library. Numerous and diverse individuals ... have fostered, along with growth, creative change in response to problems and opportunities. Growth and change have gone together.”

- Harvard President Derek Bok in The First 350 Years of the Harvard University Library, 1986
Discussion: Questions, Observations, Ideas?
AGENDA

Brief Updates on:

Crimson Print
Chat with the Service Desk
Ask for a Supervisor
Zoom
Crimson Print Benefits

- Increased security and confidentiality
- Cost recovery with pay for print system
- Cost and waste reduction
- Flexible printing practices
- Scanning integrations
Crimson Print Update

What’s Next

– Student printing simplification and standardization
– Deployment enhancements
– Feature releases such as scan to SharePoint and custom reporting
– And more!

Crimson Print Contacts

– Jeff Bernhard – Director, Endpoint Systems Management
– Jenn Vasconcelos – Technical Project Manager
– Casey Chapman – Project Management Coordinator
Chat with the Service Desk from IT Help!

https://harvard.service-now.com/ithelp or
Ask for a Supervisor!

• Not sure what to do or who can help in IT?
• You’ve opened a ticket but are unhappy about the service?

Call the Service Desk, 5-7777
Ask for a Supervisor

A Supervisor will “own” your concern until it’s resolved!
Zoom Video Conferencing – For faculty, staff, and students

Get your free Pro account today at harvard.zoom.us
- Host meetings with no time limits
- Collaborate with up to 300 participants at a time
- Connect from any device from any location

Zoom training is available now – Sign up today!
- Go to the Harvard Training Portal to
  - Attend an instructor-led or online class
  - Watch a training video
  - Ask me anything sessions
    - Open forum to share ideas or get quick help

Need Help?
- Zoom 24x7 Support: https://support.zoom.us
- Local IT Help desk or https://huit.harvard.edu/ithelp
What is accessibility?

digital accessibility — making electronic content available to and usable by everyone [at the same time, with the same ease of use], including and especially people with disabilities
Messaging & Promotion

- Community wide e-mail
  - Alan Garber (Provost) and Katie Lapp (EVP)— April 30 & Nov. 4, 2019
  - Anne Margulies (CIO) Jan 16, 2020
- UAC members have sent follow-ups to their constituent communities amplifying the message
- DAL & local leaders are supporting messaging efforts
- DAS is coordinating with HPAC on print, digital and social media messaging strategy
Digital Accessibility Liaisons (DAL)

- Understand Harvard’s digital accessibility Policies and related procedures
- **Serve as a go-to resource within school / unit**, directing colleagues to accessibility resources and providing or facilitating access to training
- Knowledge of resources available and responsibility to identify areas for improvement
- With DAS, **maintaining a registry of all university websites** within their assigned college or unit
- Monitoring accessibility compliance of university sites within their assigned school or unit
- **Reporting annually** to the ASC & DAS on accessibility
- **Attending scheduled trainings** and sessions with the DAL network

Details & list: accessibility.huit.harvard.edu/digital-accessibility-liaisons
1. All audio or video content created & produced at Harvard and posted on a public University Website on or after Dec. 1, 2019 must be captioned.

2. Upon request from public, all such audio or video content posted before Dec. 1, 2019 must be captioned within 5 business days of the request.
   • Request & document via: Report a Web Accessibility Concern form

3. All University Websites must link to Digital Accessibility Policy in footer.
   • Link text should include the words “digital accessibility.”
   • It both facilitates request process & demos site’s commitment to accessibility.

4. Captioning must have an accuracy rate equal to that offered by a third-party vendor captioning service such as 3PlayMedia or Rev.
   • Policy’s Implementation Procedures contain more information.

Full details: accessibility.huit.harvard.edu/settlement-caption-requirements
Additional Settlement Captioning Requirements

1. Within 2 years of settlement, Harvard must caption all audio & video content created & produced at the University and posted on public University Websites Jan 1 to Dec 1, 2019.
   - CADM-funded & carried out by HUIT Digital Accessibility Services (DAS).
   - DAS needs content owner assistance to get content captioned
   - Anyone may proactively alert DAS to such content by completing the Harvard 2019 video captions form.

2. Harvard must live-caption University-wide live-streamed events
   - Includes Commencement, ceremonies for special honorands, & presidential installations
   - For any other live-streamed event of high interest, Harvard will consider requests from the public for live captioning

3. Harvard must caption certain content posted to official YouTube, Vimeo, & SoundCloud channels of specified Schools, museums, libraries, & other units, listed online

Full details: accessibility.huit.harvard.edu/settlement-caption-requirements
**Administrative Systems Palooza!**

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<tr>
<th>FY 20/21 Projects Underway</th>
<th>What Comes Next…</th>
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<td><strong>Buy2Pay</strong> – ePro/Contracts/Sourcing - April thru December 2020</td>
<td>• Payroll Costing Redistribution</td>
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<td><strong>Position Tracking &amp; Reporting</strong> (PTR) Phase 2 – Faculty go-live 4/1/20</td>
<td>• Automated PMF workflow &amp; approvals</td>
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<td><strong>File Share</strong> (individual drives) Now thru December</td>
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<td><strong>I-9/E-Verify</strong> - Pilot</td>
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Projects must meet the following criteria to qualify for approval:

- Support FAS administrative, academic, or research processes
- Define a planned set of interrelated IT tasks to be executed over a fixed period and within certain cost and other limitations to achieve a particular aim or benefit
- Create new capabilities or functionality, including major upgrades of existing software
- Comply with IT technical architecture, security, accessibility, quality, and readiness standards
- Have a total cost of >$25K
- Not constitute an on-going operating cost
Like the PRB, the staff-led IT Prioritization Committees draw their membership from across FAS and include both technical experts and financial and administrative leaders:

- FAS Committee on Teaching, Learning, and Research IT (TLR)
- Administrative Systems Advisory Group (ASAG)
- College IT Prioritization Committee (CITPC)
- Athletics IT Committee
Upcoming Trainings & Other Announcements

• Admin Ops/ASAP Training opportunities:

  ▪ **Finance Fundamentals** to kick off next week:
    • Managing Cash – January 30
    • Managing Compensation – February 11
    • Mastering Reimbursements – March 4
    • Monitoring Funds – April 2
    • Maximizing Funds – April 29
    • Mastering Procurement – May 7

  ▪ Take one as a refresher or all six for a certificate 🎓

  ▪ February and March training sessions now available in HTP
    • Including Aurora Lookup & Reporting, Supplier Portal Overview

  ▪ Virtual monthly Drop In sessions – now using Zoom!
Upcoming Trainings & Other Announcements

• **OneDrive Training opportunities:**
  • January 22, 1-2:00 p.m.
  • January 29, 10-11:00 a.m.
  • February 5, 1-2:00 p.m.
  • February 12, 1-2:00 p.m.
  • February 19, 1-2:00 p.m.

• **Zoom Training opportunities:**
  • January 30, 1-2:00 p.m., 2-3:00 p.m., 3-4:00 p.m.
  • February 11, 9-10:00 a.m., 10-11:00 a.m.
  • February 25, 1-2:00 p.m., 2-3:00 p.m., 3-4:00 p.m.

• Please use HTP to register for classes
• OneDrive and Zoom classes are held in the Admin Ops Training Room
Upcoming Training & Other Announcements

• **New BCD Travel Forms**
  - Harvard Department Billing Code Request Form
  - Harvard University Guest Traveler Authorization Form
  - For more information, please visit [https://travel.harvard.edu/resources](https://travel.harvard.edu/resources)

• **PTR – Phase II**
  - Faculty positions will be converted on March 20, 2020
  - New PeopleSoft positions will be created for all active faculty appointments for tenured and tenure track faculty, along with some Senior non-ladder faculty
  - Information sessions to be scheduled in March 2020