

Digitization and Archiving of Records Undergraduate Curriculum Committee of Florida Tech

• *What are we trying to do?*

Create an inactive repository—Create an archive of Undergraduate Curriculum Committee meeting records from the early 1990s to the present (roughly 15 years)

This archive will contain:

- 1) Meeting agendas
- 2) Meeting minutes
- 3) Forms: While the forms that are submitted in support of agenda items go to the Registrar's Office and are kept on record, would it take a significant amount of space to include them here as well, or would we/could we take it for granted that if the form had not been submitted at the time, the action wouldn't have taken place?
- 4) Submitted memos and supporting documentation

• *What are we working with?*

The items to be handled consist only of paper records, 8.5 x 11, but may include one part of NCR paper that may not be the original

Will we be preserving the paper, too? Or archiving and destroying?

Unknown at this time, but the committee will be asked this question. If they want the paper records kept, how to keep paper from deteriorating over time?

• *Will the records be pre-organized, or organized during the archiving process?*

I can contact Clayton Baum, current chair of the committee, who is currently in possession of the papers, I would imagine they are in various hanging and paper folders, divided chronologically by meeting, but this is only a guess.

• *What format would work for the information we are archiving?*

Since the information is all 8.5 x 11 paper product, mostly typed, but probably some handwritten, my first impression is that searchable pdfs that have been OCR'd would be the best format.

In the scanning process, Rodd said that 300 dpi is used for photos and a minimum of 150 dpi for documents.

• *How to avoid the format becoming obsolete over time?*

I see metadata as similar to the old card catalog in the library, although using an industry standard that would ease conversion to future archives over time. Also note that ultimate duration = infinity.

• *Who will access this data and for what reason, .i.e what would they be searching for?*

Faculty and members of the curriculum committee; I don't see a need to restrict access, although that decision should be left up to the voting members of the committee.

• *What keywords or metadata could be used as search items?*

- Date of meeting
- Attendees of meeting
- Agenda of meeting
- Minutes of meeting
- Adding a new course to the curriculum (undergraduate) information and form
- Changing restrictions or credits in a course information and form
- Adding a new major or minor to the curriculum information and form
- Changing graduation requirements in a major information and form
- Subcommittee reports (by subcommittee or by subject of subcommittee?)
- Prerequisite changes
- Corequisite changes

• *I see the archive working something like this:*

If I need to know everything that a department has brought before the committee, I could search by the department name (Electrical and Computer Engineering, or perhaps just Electrical OR Computer Engineering as the ECE course prefixes cover both, but the programs are listed separately in the catalog and have different program flow charts).

If I need to know what was covered at the October 2000 meeting, I could search by the date.

If I need to know everything submitted by a particular member, I could search by that name.

If needed to know all the undergraduate courses that have had the credits or restrictions (pre- or corequisites) changed, I could search by the "changing restrictions or credits in a course" form.

I am sure there is much I don't know, including the industry standards that are already available that could be used to develop the metadata for the searches. Also, given the basic content of the UGCC meetings (course and program structure by prefix or department), I think this archive may be a little easier to set up than something that contains videotape, DVDs, letters, and other types of archival material.