Portfolios	Name	Description	Manager	Start	End
Client Engagement and Planning, Enterprise Data, Systems and Interfaces, FY22, FY23, FY23 Must Do, Prioritized	Campus Digital Signage System Upgrade	The College currently employs Visix/AxisTV as its digital signage software/server tool. It is a complicated system with many flaws as identified by the departmental administrators. A pre-pandemic exploratory process determined that the departmental administrators are eager to explore other options. This project proposals to assemble a team of departmental administrators who will be charged with identifying possible solutions, evaluting their fit with the College, and selecting a new digital signage tool. The implementation of the tool will be proposed as a separate project once a tool is selected.	David Consiglio	7/15/22	12/31/22
Client Engagement and Planning, Enterprise Data, Systems and Interfaces, FY22: Must Do, Prioritized, FY23, FY23 Must Do, Prioritized	Account Management - Identity Automation Implementation - Phase I	This project will be undertaken to replace all functionality now provided by Fischer Identity with the exception of initial account creation and password management. The project will also replace the Sim-Fischer functionality for 365 account management.	David Sturgis	6/1/21	6/1/23
Client Engagement and Planning, Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized	Next-Gen Enterprise Strategic Planning & Institutional Readiness	This is the FY23 project focused on strategic planning with a third-party partner, including understanding institutional readiness, testing our hypotheses about best approach for implementation for BMC (including when to assess our BiCo SIS dependency and its implications), and RFP process for implementation partner and selection of platform.	Gina Siesing	7/18/22	7/31/23
Client Engagement and Planning, Enterprise Data, Systems and Interfaces, Teaching, Learning and Research	Adapting our VPN Discovery Project	This project aims to determine what options are available for our current VPN to provide access to library resources through the VPN without the need to use EZProxy, as desired, and to resolve the incompatibility between VPN and EZProxy simultaneous use.	Berry Chamness	1/10/23	4/30/23

Client Engagement and Planning, FY23	Reimagining our laptop loaning pools	We currently have a 4-day general loaner laptop pool with Windows laptops and a fac/staff pool with a flexible loan period and includes Windows laptops, Macbooks, and iPads. We would like reevaluate our pools and the loaning distinctions that come with each pool so that we can equitably distribute equipment and get full use out of our laptop loaning system. One of our main drivers is that we're currently finding that students have increased need for extended loans for campus jobs and/or school work.	Bonnie Wei	6/29/22	5/31/23
Client Engagement and Planning, FY23	FY24 Computer Replacement	Procure, image, and deploy College-owned computers for 24- replacement cycle.	Bill Kenny	2/1/23	10/31/24
Client Engagement and Planning, FY23, FY23 Must Do, Prioritized, Teaching, Learning and Research	Launch LITS Academic Department Visits	Following through on the program we designed in coordination with CLIC and announced at the spring Department Chairs meeting, we will meet with a set of academic departments each semester going forward, and August/September will be the time for initial launch and preparation. The goals are to do systematic outreach to the faculty in each academic department in order to hear collective interests around IT and library support and collaboration. We will pose questions about trends in their field, what's working well, what's challenging to help us build strong working relationships, identify horizon needs, and address any current issues.	Gina Siesing	8/15/22	1/31/23
Client Engagement and Planning, FY23, FY23 Must Do, Prioritized, Teaching, Learning and Research	Library harmony process and any associated organizational change	Continue to support coordinated BMC library circulation and student employment thinking and operations building on conversations and planning from FY22.	Gina Siesing	7/18/22	4/30/23

Enterprise Data, Systems and Interfaces	IPAM (IP Address Management) Replacement (DNS/DHCP/NetReg)	This project will replaced the current IPAM infrastructure (DNS/DHCP/Network Registration/Wireless Integration/IP Address Management) with a single solution from EfficientIP.	Randal Gustitis	5/1/21	1/15/22
Enterprise Data, Systems and Interfaces, FY19, FY20: Must Do, Prioritized, FY21, FY21: Must Do, Prioritized, FY22: Must Do, Prioritized	Next-Gen Enterprise Data/Systems Planning for BMC	Enterprise Ecosystem project is to articulate a holistic strategic plan for implementing contemporary enterprise data platforms, relevant business process changes, and education/recruitment to ensure that Bryn Mawr College and its constituents have the tools, data, and expertise they need to operate effectively and to inform institutional decision-making. A core element of this project involves planning for the replacement of PeopleSoft, which serves both as enterprise resource planning and management platform for most functions and constituents on campus and de facto as the campus data repository, bringing together data from across functional areas of the College to enable reporting. Any next-generation enterprise roadmap will need to account for both the functional/operational requirements that PeopleSoft fulfills across academic and administrative areas of the College and for our forward-looking needs around data management, data synthesis, data reporting and analysis, and data privacy. We have adopted a College philosophy of maximizing our use of a core ERP to meet as many functions as possible across campus because we benefit in this way from a shared data store and shared expertise to support the platform and its use. As part of this project, we will aim to meet as many articulated requirements and wishlist items as possible via a next-generation core ERP platform, and we will assess on a case-	Gina Siesing	3/15/19	3/5/21

Enterprise Data, Systems and Interfaces, FY20: Must Do, Prioritized	Electronic Records Discovery Project	The goal of this discovery project is to transform our ability to provide good stewardship of the College's electronic records, including the President's email, electronic student records, and other records that we must keep for legal or financial purposes and/or that are of enduring value to the College. Currently we employ a range of "work-arounds" that are insufficient in providing consistent and secure access to electronic records. * Build expertise around national trends and best practices around electronic records management * Identify professional development opportunities for relevant project team members * Confer with campus stakeholders about their needs * Learn from peers at other institutions about their practices Deliverable: A report that recommends how we can collect and provide access to the College's electronic records, including how to work and communicate with campus stakeholders (e.g. the President's Office, Registrar, SGA, etc.)	Allison Mills	8/1/19	5/31/20

Enterprise Data, Systems and Interfaces, FY20: Must Do, Prioritized	TriCollege storage and systems infrastructure	The TriCollege servers located at Bryn Mawr College, which host many of the TriCollege systems as well as store preservation data (on triembark.brynmawr.edu), are end-of-life and need to be replaced with new equipment. It has been determined that Islandora will require more storage capacity and flexibility in growing preservation storage from year to year than was initially envisioned. This requires policy development around storage allocation and expansion. Written policies and procedures are needed to define the quantity of available storage from year to year; to define and track storage allocation and expansion practices; and to define procedures for requesting additional storage. Note: This project expands on and replaces project no. 202033 (Complete TriCo storage evaluation and purchase).	Howard Ding	10/14/19	6/30/20

| Enterprise Data, Systems and Interfaces, FY20: Must Do, Prioritized, FY21, Teaching, Learning and Research | Digital Life Cycle and Preservation Planning | the College's digital collections by creating a policy and plan for long-term digital preservation. The first year of this project will be dedicated to laying the groundwork for a preservation policy, including a plan for how to implement digital preservation and communicate our intentions and practices to the College community. The second year will focus on full implementation of the communications and digital preservation plans. Some digital preservation activities may be accomplished in the first year, but year two will allow for a full implementation of the plan.

Y1
Policy for what we keep, why we keep it, and for how long
Plan for how we keep it (LTDP plan), how and when we weed/re-assess
Sunsetting template (criteria for sunsetting, communications plan, work plan template?)
Plan for socializing and educating community members about the policy

Y2
Implementing LTDP plan
Implementing communication plan and educational programming
Personal Digital Archiving Initiative (what folks should keep and how they can keep it) | Natalie Shilstut | 8/1/19 | 5/31/22 |

Enterprise Data, Systems and Interfaces, FY22: Must Do, Prioritized	SSO for Blackbaud Stewardship Module	ARD Team is deploying a new Blackbaud service called "Stewardship Module" and they are requesting SSO via ADFS (though Shib is also an option). Current ARD staff would be OK with using non-BMC usernames and passwords temporarily (until SSO is enabled), but it is student access that is the most pressing. Donors are able to connect with students via this service and making it easier for students to log in seamlessly with their existing user/pass will make it much more likely to have greater student engagement with donors.	Vince Patone	10/27/22	12/5/22
Enterprise Data, Systems and Interfaces, FY22: Must Do, Prioritized, FY23, FY23 Must Do, Prioritized	PeopleSoft - PeopleTools 8.59 Upgrade	This project will be undertaken to upgrade our PeopleSoft PeopleTools software as required by Oracle. We will upgrade from version 8.57 to version 8.59	David Sturgis	7/1/21	8/31/23
Enterprise Data, Systems and Interfaces, FY23	AIS Database Server Replacement 2023	This project will be undertaken to replace the AIS database servers (2 physical servers) which run our PeopleSoft application. The current servers have been in production for 4 years and are nearing end of support by the manufacturer.	David Sturgis	1/24/23	8/31/23
Enterprise Data, Systems and Interfaces, FY23 Must Do, Prioritized	Nelnet Connector Upgrade - Bryn Mawr/Haverford	Bryn Mawr and Haverford share a 'connector' with our payment processor Nelnet. This connector, which is installed on our PeopleSoft infrastructure, provides the functionality used by applicants and students to pay deposits or bills. The current connector no longer offers the functionality needed and an upgrade is required.	David Sturgis	2/1/23	4/30/23
Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized	VMWare Infrastructure	(expected life = 6 years) The VMWare infrastructure will need to be evaluated next year. The primary concern is the end of support on the hardware. These costs have historially come out of either the reserve fund or "other" funds. I anticipate using the reserve.	Vince Patone	6/3/19	5/29/20

Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized	WordPress Service Definition Update and Cleanup Project	LITS currently provides two web technologies that have strong overlap in supporting end-user needs: WordPress Multisite (Blogs) and Domain of One's Own (DOOO). Both platforms allow users to setup a WordPress blog for a variety of reasons. This project endeavors to update the Blogs service definition and provide helpful guidelines to guide users to the appropriate platform based on their needs and intended use. The new service definition will also include criteria to identify inactive blogs. Marking blogs as inactive will help Web Services decommission old, stale, and unused blogs in an attempt to limit blog bloat in the future. The project will also include a cleanup component and weeding of inactive blogs and low to no use themes and plugins.	Chelsea Lobdell	9/1/22	2/28/23
Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized	Upgrade all (35) Windows 2012 Servers	Microsoft is halting regular security updates Jan '23 for Windows Server 2012, with an option to purchase extended support. There are ~35 servers affected. It is unknown if all 35 servers can be upgraded in this time frame.	Vince Patone	7/8/22	12/16/22

| Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized | Drupal Data Ingest Refactor and Hosting Re-Eval | from on-prem servers to cloud hosting. Acquia was chosen as our hosting provider predominantly due to idiosyncrasies of BMC's Drupal that require functionality only provided by Acquia Cloud and no other hosting provider.

In 2022, Web Services, in conjunction with College Communications, completed the overhaul and redevelopment of the College website as well as the retirement of the College's legacy web server, Bascom. With these things complete, we can explore how we address some of our sites' unique functionality. Our contract with Acquia is up come March 2023. It's time to re-evaluate Acquia and its competitors to determine where our Drupal site should be hosted for the next 3-5 years. In order to seriously consider other hosting competitors, Web Services needs to make our Drupal instance platform agnostic by addressing the idiosyncrasies that constrain us to Acquia Cloud hosting. This involves refactoring how we approach ingesting third-party data from Bionic that fuel our courses, program descriptions, and find directory in addition to reexamining how we approach the secure board section for the Board of Trustees.

Making our instance of Drupal platform agnostic will allow us to choose the hosting provider that provides the best price, platform, additional tools/functionality, and support overall. | Chelsea Lobdell | 9/5/22 | 1/31/23 |

Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized, Teaching, Learning and Research	RStudio Server Pilot Replacement: Design and Implementation	This project will determine the appropriate replacement for a local, pilot installation of RStudio Server and implement a transition to that replacement. LITS set this RStudio Server pilot up in summer 2019 in support of the College's new interdisciplinary data science program to make it easier for faculty to adopt and teach R (considered a key component of that program). That pilot was scheduled to have ended two years ago, but the follow-on project to convert it to a permanent, locally installed RStudio Server service stalled due to the lack of a clear institutional framework for funding and staffing it. In the meantime, an RStudio Cloud product has matured to the extent where we think it could be the basis of a LITS-managed, college-wide RStudio service within existing institutional constraints.	Jennifer Spohrer	3/14/22	5/16/22
Enterprise Data, Systems and Interfaces, FY23, FY23 Must Do, Prioritized, Teaching, Learning and Research	Moodle Service Design, Phase 2	In fall 2020 EAST, Web, and INS completed a successful Moodle Service Model Redesign project to develop more sustainable back-end service processes for our locally hosted and maintained Moodle installation. This project tackles a few final roadblocks needed to move Moodle closer to persistent-application service model: 1) Moving Moodle from Centos 8 to fresh server installations with an OS distribution that has a longer-term support plan; 2) developing content and data-retention policies and practices that are sustainable and secure over the expected lifespan of the server giving the post-pandemic usage norms. The goal of all of these changes is increase the time between complete overhauls from 3 years to 8-10 years, significantly reducing the maintenance burden on support staff and disruption to the college community.	Jennifer Spohrer	9/4/22	1/31/24

		Description: Currently, not all published finding aids for special collections are in Alma (or Tripod), which means that researchers may not know how to discover these materials. Also, for the finding aids that are represented in the catalog, they may be out of date and may include broken links to the finding aids. Our aim is to ingest all published finding aids that are currently in ArchivesSpace into Alma, thereby increasing discoverability. Another main goal is to allow requesting of special collections materials that are at LIBRA using Alma and CaiaSoft.			
Enterprise Data, Systems and Interfaces, Teaching, Learning and Research	Finding Aid Ingest into Alma		Laurin Penland	7/1/22	7/3/23
Equity, Inclusion, and Anti-Racism, FY21: Must Do, Prioritized	LITS Departmental DEI/Anti-Racism Goal-Setting	As a next step building on the Foundations sessions in January, each department is charged with using an anti-racism, equity, and inclusion lens to identify meaningful goals toward enhancing service and program offerings, departmental policies and practices, and cross-departmental or LITS-wide policies and practices. These goals will be articulated through departmental conversations and through using the tools provided in the January sessions, as well as others that department members find useful, and will be submitted by end of March to inform our LITS 5-Year Strategic Roadmap, including shorter-term goals for this year and longer-range goals.	Gina Siesing	2/1/21	3/31/21

Equity, Inclusion, and Anti-Racism, FY22: Must Do, Prioritized, Teaching, Learning and Research	Legacies of Colonialism & Racism document discussion	The Special Collections Department will organize a series of events during the 2021-22 academic year to engage the community in discussions around the "Legacies" document and the issues around managing collections in an ethical way. The events – probably the first Friday of each month – will also include guest speakers and faculty. The objectives will be 1) to engage the community in a discussion of the complexities of managing cultural and historical collections 2) to use the discussions as a means to improve our practices in support of Equity, Inclusion and Anti-Racism, and to encourage great engagement with the collections by students of color; 3) to elicit recommendations for revisions to the Legacies document.	Eric Pumroy	6/1/21	5/31/22
FY20: Must Do, Prioritized, Teaching, Learning and Research, TLR Archive	Islandora migration	TriCo will be migrating CONTENTdm and DSpace into Islandora.	Natalie Shilstut	9/25/19	12/1/20

		long been a service offered by RIS librarians and is generally valued by both faculty and students at Bryn Mawr. This method of instruction has many benefits, including familiarizing students with research methods and tools relevant to a course research assignment or senior thesis project, and allowing students to get to know a subject librarian whom they may contact for further assistance if needed. However, this librarian-led, relationship-driven model is flawed in that it often exposes students to inconsistent, redundant, non-sequential, and largely skills-based instruction. Furthermore, this model does not scale. Therefore, the objective of this project is to transform our current IL program into one that encourages greater faculty-librarian collaboration and is grounded in theory and data, reaches more students, and is better aligned with the undergraduate curriculum. This project will directly align our IL program with the Strategic Direction for the Undergraduate College by ensuring that Bryn Mawr graduates are flexible, life-long learners who can access and use information creatively, reflectively, and ethically to create new knowledge in communities of learning, solve complex problems in varied contexts, and participate as informed and active citizens in a global information society and economy. We cannot assume that students who are accustomed to			
FY21, FY21: Must Do, Prioritized, Teaching, Learning and Research	Information Literacy Program Development: Phase II		Alex Pfundt	10/16/19	9/1/20

| FY21, FY23 | Update LITS Emergency Preparedness Plans | We last updated our emergency preparedness plan ~2 years ago and should review and update annually. Of course, all of 2020 was an emergency response situation with ever-updated plans, so we carried forward the spirit of this preparedness layer appropriately for our context. This spring is a time to return to the baseline plans, to update for the new year, and then to exercise the plan later in 2021, ideally in the fall if we're able to be mostly back on campus. | Gina Siesing | 2/1/21 | 3/5/21 |

		...scope			
FY22: Must Do, Prioritized, Teaching, Learning and Research	Islandora ingest and metadata cross-training	In January 2021, the TriCollege completed migration from CONTENTdm to Islandora 7. Thus far, all ingest and metadata creation for this system has been managed by one staff member at Bryn Mawr College. Given 1) the impending migration from Islandora 7 to 8; 2) the likelihood that more systems (i.e. TriArte) will be consolidated into Islandora; and 3) the backlog of systemless digital content that has accumulated over many years, cross-training select staff members on metadata creation and ingest tasks would provide needed support, both in tackling backlogs and in upcoming migration tasks. While student workers can assist with some of this work, the majority of tasks need to be completed by professional or paraprofessional librarians with an appropriate level of training and background in descriptive practices. Ingest and metadata workflows in Islandora are advanced and complex, requiring familiarity with MODS, specifically the TriCo MODS application profile and associated controlled vocabularies, familiarity with Drupal, and advanced use of spreadsheets. The objectives of this project are: 1) Identify LITS staff members who are appropriate candidates for this work and carve out adequate time for them to devote to discrete metadata and ingest projects either on a limited or ongoing basis.	Eric Pumroy	7/19/21	1/31/23
FY23	Uniflow Server Upgrade	We need to spin up a new servers for uniflowmaster and uniflowrps to address TLS and basicauth security concerns present on the existing setups	Kordell Alexander	1/20/23	2/12/23

FY23 Must Do, Prioritized, Teaching, Learning and Research	Reimagining/Integrating the Library into the First-Year Experienc	2022 with a specific focus on connecting first-year students with the resources and services at Bryn Mawr College and TriCo libraries. Early intervention through outreach to students beginning the summer before their first year is an important step in ensuring students gain a baseline knowledge of the research process as well as exposure in how to use academic libraries to gain familiarity with the spaces and services upon arrival on campus. Library anxiety, differing levels of library and research experience, and post-pandemic limitations on high school library usage have created barriers that can negatively impact student success in higher education. Working on relationship building as well as information dissemination prior to the start of students' first year breaks down these barriers and helps equalize experiences. Outreach to students early in their academic journey involves coordination with numerous campus partners. These partnerships include the Dean's Office, Academic Advising, Breaking Barriers, the Campus Book Store, the Writing Center, New Student Engagement and Programming, summer bridge programs, as well as with faculty and staff to build greater awareness of supports and services offered that promote enhanced academic success. Additionally, as part of the RIS team, the Student Success Librarian promotes the goals of the Information Literacy Program by partnering with fellow librarians, other staff in LITS, as well as with faculty to provide general reference services, in-depth research assistance, workshops,	Camilla MacKay	3/8/23	8/31/23
FY23, FY23 Must Do, Prioritized, Teaching, Learning and Research	Onboarding for Director of Special Collections	Ensure robust orientation and foundation for success for incoming Director of Special Collections.	Gina Siesing	10/1/22	2/15/23
FY23, Teaching, Learning and Research	Dye and Butterfly Garden	Plant a combination dye and butterfly garden in the 2 beds adjacent to Carpenter Library that will provide a resource for teaching as well as visual appear in 3-4 seasons.	Marianne Weldon	3/22/22	11/30/23

Teaching, Learning and Research	Peer mentorship program	Investigate models for creating student peer mentor program(s) in LITS, building on experiments and experiences in other academic library/IT organizations. Such programs would move beyond the circ/help desk model prevalent in LITS to train students to conduct outreach programs with fellow students. Create incentives for student employees to perform higher level tasks, either as part of existing employment (for example, circ desk students who already know, or learn, about the libraries), or in new positions. Peer mentorship programs exist in other parts of the college: peer mentors and peer tutors within the deans' office; writing partners in the Writing Center; hall advisors (and probably others); explore for possible partnerships.	Camilla MacKay	9/1/19	12/31/23