

**COPPUL Scholarly Communications Working Group - Minutes
Monday, April 11, 2016 at 11 AM (Central Daylight Time).**

Present:

Patty Gallilee, Simon Fraser University
Robyn Hall, MacEwan University
Mayu Ishida, University of Manitoba
Rob Tiessen, University of Calgary
DeDe Dawson, University of Saskatchewan

Regrets:

Elaine Fabbro, Athabasca University
Kathy Gaynor, Thompson Rivers University

Minutes

1. Approval of Agenda
2. Approval of Minutes from March 14, 2016
3. Business Arising (action items from the last meeting)
 - a. Discussion on potential projects
 - i. SCWG's new WordPress site
 - ACTION: Robyn to review and select the old content to move to the new wiki site/Google Drive. Mayu to make the old site private once the content review/transfer is done. COMPLETE
 - a. The group will keep the old wiki private for the next couple and discuss in its June meeting whether to delete the old wiki permanently.
 - We are missing links to recordings of the following events
 - a. 2013 – Dr. Rory McGreal, Elaine Fabbro, Dr. John Hilton, among others. Open Access: Redefining Impact. A Series of Five Noon Hour Talks Highlighting Important Issues in Open Access <http://openaccess.athabascau.ca/events.php>
 - b. 2014 – Lydia Zvyagintseva, Kathryn Ordzyuk, Evelyn Miceletta Generation Open: Students Speak Out <https://connect.srv.ualberta.ca/generationopenpanel/?launcher=false>
 - c. ACTION: Elaine to find new links to the Athabasca event recordings. COMPLETE
 - d. Robyn spoke to Leah Vanderjagt, the Digital Repository Services Librarian at U of Alberta, about the missing link.

Robyn received an active link to the event recording and added the link to the new WordPress site (<https://coppulscwg.wordpress.com/resources/webinar-archive/>). The event recording will be deposited into U of Alberta IR, and the permanent link to the recording will be provided when it is ready.

- e. Currently, the links to event recordings are listed at the COPPUL site as well as at the WordPress site. Eventually, the links should be listed at the WordPress site only for easier maintenance.
- a. COPPUL SCWG sponsorship for 2015 Open Access Week
 - i. The SFU/UBC event recording has been archived in SFU IR.
 - ii. ACTION: Patty to forward a link to the event recording to Robyn.
COMPLETE
 - Robyn added the link to the WordPress site.
- b. Review the terms of reference (TOR) w.r.t. the new membership selection criteria
 - i. Current TOR:
<http://www.coppul.ca/sites/default/files/uploads/SCWGToRef%20-%20Revised%20Sept%202014.pdf>
 - ii. According to Andrew Waller, the Board was concerned about including in the SCWG membership a requirement that institutions of different sizes should be represented.
 - ACTION: Mayu to follow up with Andrew Waller for more information about the Board's concern, and whether or not the TOR could be update. COMPLETE
 - a. The Board was concerned that the group may not be able to meet such a requirement. The Board suggested to reword the membership section of TOR in more general terms.
 - b. The group agreed to reword the membership section as follows: **"The Working Group values the diversity of its membership from all Western provinces and institutions of different sizes."**
 - ACTION: Mayu to respond to the Board with the membership section written in more general terms
- c. Sponsorship for OA Week speaker events:

- i. Webcasting/archiving requirements: Specify which webcasting software should be used and require that recordings of sponsored speaker events be archived in an IR
- ACTION: Robyn and Patty to explore whether U of Alberta and SFU IRs could host the recordings of sponsored events, and which file formats these IRs support for video. if U of Alberta and SFU IRs can't host the recordings, Rob will explore whether UCalgary IR could do so. COMPLETE
 - a. SFU – Can host the recordings. No specific guideline for file formats. SFU is in the process of migrating its IR, and may not be able to host recordings from this year.
 - b. U of Alberta – Can host the recordings. Provides a table for file formats (included below) and can help with file format conversion. Also may be able to help with webinar hosting in future (launching an Avalon media repository this year).

Type of File Format	Recommended	Acceptable	Bit-level
Text, office documents	xml, pdf/a, pdf, odf, txt, xhtml, html, sgml	pptx, ppt, xlsx, rtf, docx	xls
Image	jpeg2000, jpg, tiff	png, svg	bmp, gif
Audio	wave, wav, bwf	aiff	wma
Video	jpeg2000		avi, mov
Data	xml		
Web archiving	warc		
Geospatial	gml, geo tiff		

- The group will ask U of Alberta IR to host recordings. In the future, the group may ask an additional IR to be an adoptive repository for this sponsorship program.
 - The winners will be instructed to archive their recording in their IR or U of Alberta IR, and to use webcasting software that can record an event and export the recording in a file format supported by the IR.
 - a. If the winners are archiving the recordings with U of Alberta IR, they should email erahelp@ualberta.ca and CC: eraadmi@ualberta.ca for support.
 - b. Instructions for the winners are added to the Workflow for OA Week Sponsorship
- d. Sponsorship workflow:
- i. New schedule:
 - April 15 – Announce the new schedule
 - May 1 – Distribute a call for applications
 - June 15 - Application due date
 - June 16-30 – Review applications
 - July 1 - Notify applicants. Announce winners.
 - October - OA Week / webcast speaker events
 - December 31 - Archive the recordings of webcasts by this date
 - ii. **ACTION:** Form a group of application reviewers. COMPLETE
 - DeDe, Kathy, and Patty volunteered to join this group.
 - Patty also agreed to be the contact for questions from applicants. Her email will be included in a call for applications (CFA).
 - iii. **ACTION:** Mayu to email an announcement about the new sponsorship timeline on April 15
 - iv. **ACTION:** Mayu to draft CFA (including a link to the online application form), and DeDe, Kathy, and Patty to provide their feedback

2. New business

- a. Update re: study of copyright practices in CAN IR
 - i. The study was approved by MacEwan REB, and the approval was forwarded to U of Calgary REB and SFU REB. Patty, Rob, and Robyn are waiting for SFU REB's response.
 - ii. A list of IR contacts is being developed, and survey questions are being reviewed. A survey is created in Fluid Survey, and will be sent out by the end of April.

- b. **ACTION:** Mayu to upload February/March/April meeting minutes to WordPress site (after removing internal doc links)

Next meeting time: May 9, 2016 at 11 AM (CDT)

Meeting ended at 11:35 AM (Central Daylight Time)