

**COPPUL Scholarly Communications Working Group - Minutes
Monday, May 9, 2016 at 11 AM (Central Daylight Time).**

Present:

Elaine Fabbro, Athabasca University
Kathy Gaynor, Thompson Rivers University
Robyn Hall, MacEwan University
Mayu Ishida, University of Manitoba
DeDe Dawson, University of Saskatchewan
Patty Gallilee, Simon Fraser University

Regrets:

Rob Tiessen, University of Calgary

Minutes

1. Approval of Agenda
2. Approval of Minutes from April 11, 2016
3. Business Arising (action items from the last meeting)
 - a. Review the terms of reference (TOR) w.r.t. the new membership selection criteria
 - i. New membership selection criteria: in Google Drive
 - ii. TOR revision: in Google Drive
 - iii. According to Andrew Waller, the Board was concerned about including in the SCWG membership a requirement that institutions of different sizes should be represented.
 - 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.
 - 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 COMPLETE
 - a. Mayu submitted the new version of TOR to the Board through Andrew Waller. Waiting to hear from Andrew at

what timing the new version could be uploaded to the COPPUL website.

iv. Sponsorship workflow: in Google Drive

b.

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. 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 COMPLETE

iv. **ACTION:** Mayu to draft CFA (including a link to the online application form), and DeDe, Kathy, and Patty to provide their feedback COMPLETE

c. Update re: study of copyright practices in CAN IR

i. A survey will be sent out by the end of April.

ii. The survey has been sent out (about 55 institutions with research publications in their IRs), and is due on May 27.

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

Next meeting time: June 13, 2016 at 11 AM (CDT)
Meeting ended at 11:15 AM (Central Daylight Time)