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COPPUL Scholarly Communications Working Group - Minutes
Monday, March 14, 2016 at 11 AM (Central Daylight Time).

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Present:
Elaine Fabbro, Athabasca University
Patty Gallilee, Simon Fraser University
Kathy Gaynor, Thompson Rivers University
Robyn Hall, MacEwan University
Mayu Ishida, University of Manitoba
Rob Tiessen, University of Calgary

Regrets:
DeDe Dawson, University of Saskatchewan

Minutes

1. Approval of Agenda
2. Approval of Minutes from February 8, 2016
3. Business Arising (action items from the last meeting)
   a. Discussion on potential projects
      i. SCWG's new WordPress site
         ● ACTION: Robyn to make the site live after the assigned tasks are completed and reviewed by members COMPLETE
            a. SCWG members to provide feedback on the new site
         ● ACTION: Robyn and Andrew Waller (former SCWG chair / Executive Director) to review the old SCWG wiki and decide which content to keep by Apr 11, 2016.
            a. **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.
         ● ACTION: Mayu to forward Andrew / COPPUL admin the list of broken links to the past OA speaker events so that they can restore the links. COMPLETE
            a. Mayu found that the links to recordings hosted at UBC IR have been restored. We are still missing links to recordings of the following events
               i. 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

    ii. 2014 – Lydia Zvyagintseva, Kathryn Ordzyuk, Evelyn Miceletta Generation Open: Students Speak Out
https://connect.srv.ualberta.ca/generationopenpanel/?launcher=false

b. ACTION: Elaine to find new links to the Athabasca event recordings

- ACTION: Mayu to follow up with Michael Horner re: the manuscript he and other SCWG members were working on. Ask about the manuscript's status. COMPLETE

    a. The manuscript was not published as a journal article.

  ii. Questions/requests received from researchers re: the new Tri-Agency OA policy between August 2015 and January 2016:

- ACTION: Mayu to check whether the CARL OA Working Group have been disbanded. COMPLETE

    a. CARL OA Working Group has been dissolved, so COPPUL SCWG can no longer forward the list of OA questions to the CARL OA Working Group.

- The list does not have enough content to be posted on its own, so will be shelved.

a. COPPUL SCWG sponsorship for 2015 Open Access Week

  i. ACTION: Patty to follow up with SFU/UBC winner re: archiving the talk, and asking Alison to upload the link to the archived/IR version to COPPUL site COMPLETE

- The event recording has been archived in SFU IR.
- **ACTION:** Patty to forward a link to the event recording to Robyn.

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. ACTION: Mayu to draft a new TOR and member selectin criteria and circulate the documents to the group COMPLETE

  iii. ACTION: Mayu to ask Andrew Waller to clarify how often SCWG should report to COPPUL directors (the current TOR says "at least once a year"

but the group has been reporting twice a year (September, March). COMPLETE

- The report frequency has been updated to twice a year in the new TOR.

    iv. According to Andrew Waller, the Board was concerned about including the institution size as a factor in the SCWG membership.

- **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.

  c. Report to COPPUL Directors due on Feb 19, 2016

    i. ACTION: Mayu to distribute the report's draft before the next SCWG meeting COMPLETE

2. New business

  a. Sponsorship for OA Week speaker events:

    i. $2000 for the sponsorship was included in the draft budget for 2016-2017.

- At the spring meeting in March 2016, no director opposed to the sponsorship amount. It is the Board who approved the budget.

    ii. Webcasting/archiving requirements: Specify which webcasting software should be used and require that recordings of sponsored speaker events be archived in the same repository (e.g., IR of a COPPUL member institution willing to host the recordings)

- **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.
- Applicants must choose webcasting software that can record and export a speaker event in a file format supported by the hosting IR.
- **ACTION:** Mayu to include in the call for proposal and application form the specifications about hosting IRs and supported file formats

  b. Update re: study of copyright practices in CAN IR from Patty/Rob/Robyn?

    i. Received approval from MacEwen and Calgary, waiting for approval from SFU

    ii. The survey will be distributed in April 2016.

    c.   Update re: COPPUL Spring Meeting from Elaine (March 3-4, 2016)?
- i. Digital preservation was the theme of the meeting. There were a presentation about the COPPUL digital preservation network by Corey Davis (Digital Preservation Network Manager, COPPUL); a presentation by Clare Appavoo (Executive Director, CRKN); and Canadiana board members talking about their digital preservation efforts.
- ii. There was also a discussion about strategic planning.

    d.   New workflow of the sponsorship for OA Week speaker events
- 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

    e.   **ACTION**: Form a subgroup for reviewing applications.
- Kathy has volunteered to join the subgroup.

Next meeting time: April 11, 2016 at 11 AM (CST)

Meeting ended at 11:40 AM (Central Daylight Time)