

**COPPUL Scholarly Communications Working Group - Minutes
Monday, June 13, 2016 at 11 AM (Central Daylight Time).**

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
DeDe Dawson, University of Saskatchewan

Regrets:

Minutes

1. Approval of Agenda
2. Approval of Minutes from May 9, 2016
3. Business Arising (action items from the last meeting)
 - a. Update the terms of reference (TOR) w.r.t. the new membership selection criteria
 - i. **ACTION:** Mayu to confirm whether the Board has approved the update
and if so, to have the new TOR posted at the COPPUL website.
 - b. OA Week Sponsorship workflow: in google drive.
 - 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:** DeDe, Kathy, and Patty to review the scoring rubric and if necessary to update the rubric.
- iii. **ACTION:** Mayu to email a reminder to the COPPUL listservs

4. New business

- c. Update re: study of copyright practices in CAN IR
- d. Old wiki site - whether to keep it or delete it
- e. Meeting times for Fall 2016 / Winter 2017
 - i. Break in July and August, and come back in September
 - ii. Fixed day/time
 - 1st option: Second Monday of the month at 11 AM (CST/CDT, MB Time)
 - 2nd option: Every 1.5 months instead of every month
 - iii. The group tried the first option, January - June. Any feedback?

Next meeting time: September XX, 2016 at 11 AM (CDT)

Meeting ended at XX:XX AM (Central Daylight Time)