



**ARCA ADVISORY COMMITTEE  
FRIDAY, JUNE 8, 2018**

1:00 PM – 2:00 PM  
Via teleconference

Committee Members:	
Kathy Gaynor / TRU, <i>Member-at-large</i>	Shahida Rashid / COTR, <i>Rural Colleges</i>
Gretchen Goertz, DC, <i>Member -at-large</i>	Debbie Schachter / CapU (Chair)
April Haddad / JIBC, <i>Urban Colleges</i>	Anita Cocchia / BC ELN
Kim Isaac / UFV, <i>Regional Universities</i>	Sunni Nishimura / Arca Admin Centre
	Brandon Weigel / Arca Admin Centre (recorder)

Regrets: Brenda Mathenia / TRU, *Small Universities*; Karen Meijer-Kline / KPU, *Member-at-large*

**1. Adoption of Agenda**

The agenda was adopted as tabled.

**2. Expenditure Plan**

A. Cocchia guided the Committee through the 2018-19 Expenditure Plan. The following items were highlighted:

- \$11,000 carryforward from the prior year.
- \$10,000 support from the BC ELN office is in part reimbursement for time spent on the BC History Digitization Program (IKBLC) project. This work is also reflected in the higher Service Support costs.
- Service support fee details:
  - Reflects the rate reduction for membership fees (from \$5,700 to \$5,000), which takes effect this year.
  - Includes new sites from COPPUL and NEOS.
  - \$3,000 Miscellaneous revenue from non-BC ELN site setup fees.
- \$1,000 set aside for unforeseen costs relating to migration to SFU hosting.
- \$5,000 set aside for theming refresh.
- \$38,000 estimated for technology infrastructure may be less if not all support hours are used. Many support hours are being carried forward from prior year.

**MOTION:** To endorse the expenditure plan  
Moved: K. Gaynor. Seconded: S. Rashid.

The motion was carried unanimously.

### 3. Arca governance

S. Nishimura brought forward a recommendation for allowing non-BC ELN members to participate in Arca governance.

**Recommendation:** Modify the Terms of Reference to include two non-voting Member-at-Large positions for non-BC ELN organizations.

**Discussion:** Should these positions be voting or non-voting?

The Committee brought up the following key points:

- If non-BC ELN sites contribute fully to the funding, content, and community of Arca, is it fair to treat them differently from BC ELN members?
- No obvious problems were identified with allowing non-BC ELN organizations to vote, but there was speculation that their goals and needs may be different, which could impact the committee's policies.
- Given BC ELN precedent in how Associate Members were given a vote on the Steering Committee, it may be prudent to begin with a non-voting role, then review.

**MOTION:** To endorse the recommendation as presented.

**Moved:** K. Isaac. **Seconded:** S. Rashid.

The motion was carried unanimously.

**Action:** Revised Terms of Reference to be brought to the BC ELN Steering Committee June 29<sup>th</sup> meeting.

### 4. CAPER-BC

A. Cocchia updated the Committee on recent discussions with CAPER-BC (the Centre for Accessible Post-secondary Education Resources), which produces course materials in alternative, accessible formats for BC students. They require a cost-effective, reliable, and access-controlled repository for the materials they produce, and have received \$150,000 in grant funding to achieve this goal. They have identified Arca as a good candidate for this repository, and reached out to discuss a possible partnership.

As part of this proposal, CAPER-BC will be willing to use its grant funding to finance accessibility improvements to Arca's web infrastructure that will benefit all Arca members.

Discussions are ongoing. If the partnership moves forward, next steps would include:

- Letter of understanding
- Accessibility testing of the Arca site
- Environmental scan for accessible Islandora repositories

The Committee agreed that this would be a mutually beneficial relationship. The question was raised whether a partner whose content is entirely access-controlled fits with Arca's

overarching open access philosophy, but it was agreed that, in light of supporting shared services, and the fact that access control is a legal requirement rather than a preference, CAPER-BC would be a good fit for Arca. The Committee noted that any organization's proposal to join Arca without open collections would be evaluated on its individual merits.

## 5. Admin Centre Update – Brandon

B. Weigel provided an update from the Admin Centre. Highlights:

- Within the past year, Arca has grown over 588% to 185,860 objects in 375 collections, with 3.5 TB of data.
- New members are joining as a result of the agreements with COPPUL and NEOS: Athabasca University, Brandon University, and Red Deer College will have child sites created soon. Others are likely to come later in the year.
- The initial migration from Amazon Web Services to SFU Cloud Hosting was completed in the Fall. The second phase, migrating to SFU's cutting-edge Production 2 environment, is on hold due to a networking issue affecting all of SFU's servers in that environment. SFU have prioritized fixing this issue; meanwhile, Arca is running well in Production 1.
- The Admin Centre and Arca Admins are working on two enhancement projects:
  - Applying standardized Rights Statements and/or Creative Commons licenses to every object, which will help clarify for users how they may use repository materials. Over 7,000 objects have been updated so far.
  - A summer project to standardize date formats across all objects, which is important to improving discoverability and compatibility with crawlers like Google Scholar and harvesters like the BC Digital Library.

6. **New Business** – There was no new business.

## 7. Next meeting

The next meeting will take place in the Fall. The Admin Centre will send out a Doodle poll.

The Committee discussed meeting frequency and format. A. Cocchia mentioned the possibility of a future in-person meeting in the context of BC ELN strategic planning. The timing and agenda for an in-person meeting will be based on the outcome of the June BC ELN Steering Committee meeting.