



**ARCA ADVISORY COMMITTEE  
MONDAY, NOVEMBER 26, 2018**

1:00 PM – 4:30 PM

Committee Members:	
Gregg Currie / Selkirk College, <i>Rural Colleges</i>	Karen Meijer-Kline / KPU, <i>Member-at-large</i>
Kathy Gaynor / TRU, <i>Small Universities</i>	Debbie Schachter / CapU (Chair)
April Haddad / JIBC, <i>Urban Colleges</i>	Anita Cocchia / BC ELN
Paige Hohmann /DOH, UBC, Member-at-Large, external partners	Sunni Nishimura / Arca Admin Centre
Christ Hurst / Brandon University, Member-at-Large, external partners	Brandon Weigel / Arca Admin Centre (recorder)
Kim Isaac / UFV, <i>Regional Universities &amp; Institutes</i>	

Regrets: Gretchen Goertz, DC, *Member -at-large*

### Adoption of Agenda

The agenda was adopted as tabled. New Committee members were introduced and welcomed.

### Preservation Integration Update

B. Weigel provided an update on discussions with COPPUL and Arca administrators about how COPPUL’s Digital Preservation Network (DPN) will be integrated with Arca.

Survey results indicate that Arca members are interested in the opportunity to preserve objects in WestVault, but only as an opt-in service where administrators have control over their usage. The Admin Centre met with COPPUL and the Islandora Foundation and devised the following approach:

- COPPUL will give Arca members the opportunity to have their own DPN accounts, with cost based on the storage they choose to use (about \$2 per gigabyte).
- Billing for DPN accounts will be centralized through BC ELN, as part of the usual BC ELN billing process.
- The Arca Admin Centre will develop a module to facilitate automatic deposit of selected objects to the DPN, through object and collection management screens in the Arca interface.



- COPPUL will contribute \$3,000 toward the development of this tool. BC ELN will contribute staff development time and project management.

The Arca Administrators group were universally enthusiastic about this idea. The Admin Centre will move forward with development on the new module in cooperation with COPPUL, and will keep the Advisory Committee updated as work progresses.

The module and DPN accounts are expected to be ready in the next fiscal year. This process will not include integration with Archivematica.

### CAPER-BC Update

S. Nishimura provided an update on CAPER-BC (Centre for Accessible Post-secondary Education Resources), a Ministry-funded organization that converts post-secondary course materials into accessible formats, and their upcoming membership in Arca.

CAPER-BC requires a repository solution to centralize their digital materials and streamline workflows. While the nature of their work precludes the materials being openly available, their membership is beneficial to the system:

- 1) Creates efficiencies in the sector by leveraging existing infrastructure, and
- 2) CAPER-BC will contribute funds to make accessibility enhancements to the Arca interface, which will be applied to all Arca sites for the benefit of all members.

CAPER-BC's closed-access materials will not appear in Arca search results.

A Letter of Understanding will soon be approved which lays out the terms of the partnership. Meanwhile, the Admin Centre has begun working with CAPER-BC staff on preparing materials for batch ingest into Arca. The child site will be set up before the end of the fiscal year.

### Arca Theme – Next Steps

A refresh of the Arca theme was allocated \$5,000 in the 2018/19 Expenditure Plan. A. Cocchia outlined how the theme refresh will proceed.

The plan involves regular consultation with Arca administrators to gather input and feedback. Development will be done through discoverygarden, so the project timeline will be impacted by their availability. Depending on the needs identified, Arca sites should be able to choose individually between the current theme and a new one.

### Admin Centre Update

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



#### Metadata standardization activities:

- Progress on date standardization continues slowly but steadily. Updates will be discussed at the next Arca Admins meeting.
- Discussions have begun around standardization of Genre terms. Arca administrators are currently debating the standard vocabularies to adopt.

#### Server infrastructure updates:

- Work is in progress to move Arca from a single-server architecture to three servers with distributed workload. This much-needed change will equip Arca to handle an ever-growing number of child sites and millions of objects. The current architecture was designed for a much smaller service.
- Building and migrating to the new architecture will not cost additional funds. Since Arca is consuming fewer support hours from discoverygarden as Admin Centre expertise grows, we will convert some of our banked support hours to pay for the migration.
- Although SFU annual hosting fees will increase, no service support fee increases are planned at this time.
- Improvements to SFU's data backup system will potentially result in modest cost increases for extra storage. Precise numbers are not yet available. New costs will be brought forward with the next expenditure plan.

#### Arca Camp:

- An unconference for Arca administrators and other BC Islandora users will take place on November 27.

#### Next Meeting

The next meeting will take place around February 2019 online. The Arca Office will send out a Doodle poll. Focus will be on finances.

#### Facilitated Session

After the meeting, Committee members participated in a facilitated session to identify Arca's purpose, vision, and priorities for the next three years. Outcomes of this session are posted as a supplement to these minutes.