Arca Advisory Committee

Thursday, June 5, 2025
10:00 AM (Pacific Time)
Virtual Meeting

In Attendance:
Camille Callison, University of the Fraser Valley
Michel Castagné, Capilano University, *Member-at-Large*
Sharon Hanna, UBC Okanagan (Alternate)
D. Vanessa Kam, Emily Carr University of Art+Design, *Chair*
Tanya Nguyen, Athabasca University, *Member-at-Large non-BC ELN*
Trish Rosseel, Douglas College
Tracey Woodburn, Coast Mountain College

Regrets:
Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*
Arielle Lomness, UBC Okanagan, *Member-at-Large*

Administrative Centre:
Sasha Han (Recorder)
Brandon Weigel

Territorial Acknowledgement

1. **Adoption of agenda**

   The agenda was adopted as tabled.

2. **Committee membership update**

   D. V. Kam provided updates on Committee membership, and reminded members that they are eligible for up to two consecutive two-year terms.

   Member-at-large Paige Hohmann is currently on parental leave and will be backfilled by Arielle Lomness from UBC Okanagan.

   D. V. Kam will renew for a second one-year term as Chair. There are no other members on the Committee with first terms ending in September.

   At the end of September 2025, C. Callison and T. Rosseel will be completing their second terms on the Committee. D. V. Kam thanked them for their years of service, and noted that there will be a callout for nominations for replacements closer to the Fall.

3. Migration and operations update

B. Weigel provided updates on the Arca Migration and Arca Operations.

Arca Migration

- Data migration is nearly complete for all Arca sites and access has been handed over to local administrators.

- Half (14/28) of Arca sites have officially launched in the new platform, meaning that their usual Arca URL has switched to point at the migrated version of the site. Remaining sites are still in the process of configuring the look-and-feel of their new spaces.

- Arca has moved out of the migration phase and into a new annual maintenance contract with discoverygarden.

- The Arca "parent site" (i.e. https://arcabc.ca) is not yet in the new platform, but there are funds already set aside for when this aggregated search piece is ready. Discoverygarden has been working with another consortium on a similar aggregate search solution and is now putting resources towards customizing that work to suit Arca's needs.

- Looking ahead, the Arca Administrative Centre will be focusing on developing more in-depth documentation for complex use cases and enabling sites to use Islandora Workbench for batch processes.

Arca Operations

- The Arca Admin Centre was approached last year by staff at Vancouver Community College (VCC) to explore the hosting of a pilot Curriculum Sharing repository.
  - This pilot initiative explores incentivized, sustainable curriculum sharing among public post-secondary institutions, and is supported by funding from the Ministry of Post-Secondary Education and Future Skills.
  - It aims to create a shared repository where institutions can deposit course materials that they have developed for use by other institutions.
  - The Arca Admin Centre is currently working with VCC staff to prepare a proof-of-concept site in Arca as a showcase for their courses.
  - This pilot includes a standard Arca membership and implementation fee, as well as some extra funds budgeted for advanced support.

- The Arca Admin Centre is continuing to develop training materials in support of the new platform.
  - Staff at all Arca sites have received Basic Training in the new platform.

- o Topics covered in Basic Training have been broken up into discrete sections on the Arca Docs site (https://docs.arcabc.ca), which will replace the old Arca Support site.
- o A permanent Sandbox tied to Arca's standard implementation has launched, allowing Arca members to play around with configuration in a test environment.
- o The current focus is on creating advanced documentation for Islandora Workbench, which enables sites to ingest and update content in batches using spreadsheets.

4. **2024-25 Expenditure Summary and revised 2025-26 Expenditure Plan**

D. V. Kam shared updates related to the Arca Migration and Arca Operations Expenditures presented at the last Committee Meeting.

Migration Expenditures

- Additional work required from discoverygarden led to a $60,000 shortfall. While exploring possible approaches to address the shortfall, BC ELN was surprised to receive a Ministry transfer for exactly that amount, demonstrating strong Ministry support for Arca and confidence in its management.

- A separate invoice of $19,638 was issued to rectify GST missed in earlier invoices, noted on the revised spreadsheet as "tax catchup".

- The "third payment" includes two previously-discussed change orders to speed up the migration and improve access controls.

- Some additional migration work fell into the 2025–26 fiscal year; a new column reflects these amounts.

- discoverygarden recommended purchasing up to 20 hours of "go-live assistance" during the transition from migration to operational mode. The 20 hours budgeted are the maximum amount, but discoverygarden will only charge for actual hours used.

Operations Expenditures

- Revenues have increased slightly due to the Curriculum Framework pilot. These funds include both standard fees and additional support funding, but are not expected to continue in future years.

- The finalized annual maintenance contract with discoverygarden came in higher than hoped, but lower than discoverygarden's initial quote of $45,000 USD (approximately $65,000 CAD).

- o The higher support cost reflects the complexities of supporting modern Drupal, which needs a greater amount of development work with each update, across multiple sites.
- o In discussions with discoverygarden, B. Weigel emphasized Arca's history of decreasing reliance on vendor support and the strength of Arca's in-house expertise.
- o A revised agreement was reached at approximately $55,000 CAD, with the understanding that usage will be tracked and re-evaluated at year's end.
- Factoring in all adjustments, Arca is left with a carryforward of $179.

In response to a question, B. Weigel confirmed that the maintenance contract with discoverygarden is a flat-rate agreement for the year, not based on hourly usage.

MOTION: To approve the Expenditure Plan revisions as presented.
Motion carried.

5. **Local Contexts and Arca**

B. Weigel shared an update on Local Contexts and the integration of Traditional Knowledge (TK) Labels into the new Arca platform.

Last year, B. Weigel submitted a project proposal for a Local Contexts Integration module for the new Islandora to a Software Engineering professor at the University of PEI. This proposal was selected by a team of students and the module was subsequently developed over the course of the Spring with intermittent feedback from the Arca Admin Centre.

The module is now publicly available and installed on all Arca sites, allowing them to fetch and display TK Labels and Notices on repository items that are linked to a Local Contexts Project ID. The Labels themselves must be created through the Local Contexts Hub by researchers or institutions in partnership with Indigenous communities.

Committee members discussed the importance of clear communication around how the Labels work and the relationship between Arca repository items and Local Contexts Projects. Members also highlighted the need for transparency around the fees and relationship-building required to implement Local Contexts Projects.

The Arca Admin Centre reiterated that next steps would include documentation for not only using the module, but how to get set up in the Local Contexts Hub. Several members suggested that a hands-on demonstration, especially from a project administrator in a BC or Canadian context, could help build understanding and engagement across the community of practice.

6. New business

There was no new business.

7. Next meeting

D. V. Kam thanked committee members for their participation.

The next meeting will likely take place sometime in November, following membership transition. The Arca Admin Centre will follow up with members closer to the Fall to confirm a date.