



**ARCA ADVISORY COMMITTEE
FRIDAY OCTOBER 7, 2016**

10:00 AM – 11:00 PM

Via teleconference

Attendees:	
Kim Isaac / UFV	Don Taylor / SFU
Shahida Rashid / COTR	Anita Cocchia / BC ELN
James Rout / BCIT	Sunni Nishimura / BC ELN (Recorder)
Debbie Schachter / DC (Chair)	

Regrets: April Haddad / JIBC; Brenda Mathenia / TRU

Minutes

1. Adoption of agenda

Agenda was adopted with one addition under New Business: A. Cocchia added an update on meetings with the BC History Digitization Program.

2. Proposed External Partners Benefits & Responsibilities

D. Schachter reminded the group that the Letter of Intent between COPPUL and Arca was endorsed at the July 8th BC ELN Steering Committee meeting. A next step in formalising the partnership with COPPUL is to have the necessary infrastructure in place, beginning with the Benefits & Responsibilities for external partners.

A. Cocchia presented draft External Post-secondary Partner Benefits & Responsibilities, and a draft of the accompanying Arca Vision & Values. The Vision & Values document is understood to be an interim document, and more work will be done as part of the broader strategic planning work that the BC ELN Steering Committee will ask of all Advisory Committees.

MOTION: To endorse External Partner Benefit & Responsibilities and Arca Vision & Values.

Moved: K. Isaac Seconded: S. Rashid

Motion was carried unanimously.

ACTION: The Arca Admin Centre will post the documents to the BC ELN website.

3. Proposed External Partners Service Support Fee Model

Another piece of infrastructure for the COPPUL partnership is a Service Support Fee Model. S. Nishimura presented a proposed External Partner Service Support Fee Model.

The proposed model maintains external partner service support at the same level as BC ELN partners, except that external partners will be responsible financially for one-time set-up and configuration costs of approximately \$1,000. For BC ELN partners the service absorbs this cost.

The committee agreed with the model, however there was discussion if this would be the model for all external participants, or COPPUL members. It was agreed that the presented model was for COPPUL members only.

MOTION: To endorse the Arca Service Support Fee for COPPUL members with agreed upon changes.

Moved: S. Rashid Seconded: K. Isaac
Motion was carried unanimously.

4. Vendor Support Hours Update

A. Cocchia provided an update on how vendor support hours are working. Highlights:

- Conversations with vendor have made it clear that our installation is very unique. Vendor has found it necessary to create new processes for our multisite approach.
- More support has been required than either the vendor or BC ELN anticipated.
- More support hours were required and the best value was to upgrade the support package, rather than paying for support on an hourly basis.
- Decision was made (in consultation with Chair) to purchase Silver Support package (\$12,600) that will be used for the remainder of this year and will carry forward into next year.

ACTION: The Arca Admin Centre will provide an analysis of what support needs might be going forward; expectation is that the number of hours will go down as the service becomes more operational.

5. Admin Centre Update

S. Nishimura provided an update on Admin Centre activities. Highlights:

- Arca continues to grow; the number of objects has increased 5-fold since April and Arca currently has over 11,000 objects in 173 collections
- NWCC has joined Arca as of October 1, Langara College will join in April 2017
- An Arca Admins Support Site was launched, a central location for all training, documentation, FAQs and resources: <http://arca.bcelnapps.ca/>
- More Arca news can be found in the October 2016 BC ELN Connect newsletter: <http://bceln.ca/news/connect-newsletter>

6. New Business

A. Cocchia provided an update on recent meetings with the BC History Digitization Program's Bronwen Sprout. Highlights:

- BC History Digitization Program (BCHDP) is run through the Irving K. Barber Learning Centre, UBC.
- Question was asked whether Arca could provide an interim home for materials digitized by recipients of the BCHDP grants, if they have no alternative repository.

The group agreed that this idea is worth pursuing.

ACTION: A. Cocchia will bring a document with more details to the next meeting.

7. Next Meeting

Standing meeting dates are every 2 months on the 3rd Thursday at 1 PM. Next scheduled standing meeting date is November 17 at 1 PM. [**NOTE:** November 17 meeting cancelled; next meeting January 19, 2017 at 1 PM.]