

BC IR Network Advisory Committee Meeting Minutes

Thursday, November 20, 2014

In attendance:

April Haddad, Justice Institute of BC

Brenda Mathenia, TRU

Debbie Schachter, Douglas College

Don Taylor, Simon Fraser University

Elizabeth Padilla, BCIT

Kim Isaac, University of the Fraser Valley

BC ELN Office:

Anita Cocchia

Sunni Nishimura

Brandon Weigel (Recorder)

Regrets: James Rout, Emily Carr University of Art + Design; Shahida Rashid, College of the Rockies

1. Adoption of agenda

New business: None. The agenda was adopted informally.

2. Timeline Update

S. Nishimura and A. Cocchia provided an overview of the updated project timeline. It was noted that the timeline is subject to change according to RFQ responses and pilot needs.

QUESTION: Should early adopter sites begin working on policies immediately?

Software selection impacts every stage of the project, and policies will depend on the specific characteristics of the software selected. A policy committee will be formed once software selection is completed. However, the Committee noted that early adopter sites may wish to prepare by reviewing best practises for internal policies and identifying collections for initial inclusion in their IRs.

3. Software Selection Committee Terms of Reference

The Committee reviewed the Terms of Reference for the Software Selection Committee (SSC). No changes were requested, although endorsement cannot be formalized until the Advisory Committee Terms of Reference are formally approved by the BC ELN Steering Committee (December 5, 2014).

MOTION: To approve the Software Selection Committee Terms of Reference in principle, pending approval of the Advisory Committee Terms of Reference by the BC ELN Steering Committee.

Motion passed. Moved: B. Mathenia Seconded: K. Isaac

4. Software Selection Committee Report

L. Padilla provided an update on the SSC's activities. The SSC was formed on October 10, 2014, and held five meetings; minutes were posted on the BC IR Network web page.

The SSC opted not to set up demos with vendors before issuing the RFQ, and instead heard from institutions that have implemented the more commonly-used platforms. The SSC met with IR administrators from SFU, KPU, BCIT, UBC, UVic, University of Alberta, and Penn State.

These demos provided invaluable inside perspectives on implementation and the benefits and challenges of each platform that will inform the evaluation process and assist with selection.

The SSC updated and finalized the functional requirements originally developed by the IR Concept Committee. On November 14 the RFQ was issued, sent to long-listed vendors and posted publically on the BC ELN website. The closing date is January 2nd. This allows respondents time to respond effectively, and time to establish a community engagement strategy.

QUESTION: If an open source platform is selected, will it be viable for small institutions with limited technical staff?

The RFQ was designed with smaller institutions in mind. Respondents offering open-source platforms will be expected to support implementation and maintenance in the same way that a vendor would support proprietary software.

Next steps for the SSC include: finalizing the evaluation matrix and weighting scheme; setting up the community engagement piece for January; and evaluating RFQ responses and creating a shortlist.

The Advisory Committee suggested that the SSC create an invitation template that can be sent to BC ELN libraries, who could then customise and send to appropriate communities at their institutions. Invitations should be sent out as soon as possible and as broadly as possible.

If the SSC requires further input from the Advisory Committee on the community engagement process, questions will be received by December 12th. The Advisory Committee will respond by December 19th.

The Advisory Committee thanked the SSC for their hard work.

ACTION (OFFICE): SSC to work on a strategy for community engagement process and potential invitees.

5. Communication Update

S. Nishimura provided an overview of current communications, which include:

- An update at BC ELN All Partner Meeting on December 5 provided by the Chair.
- A top-level project page on the BC ELN website with a project timeline, links to minutes of committee meetings, and a link to the RFQ.
- Inclusion in the BC ELN Innovation & Success document that accompanies the budget request to AVED and is widely shared every year.
- Monthly reports to AVED/ASDT provided by the BC ELN Office.
- Project updates in the quarterly BC ELN Connect newsletters sent out to all BC ELN contacts, and on the BC ELN “What’s New” blog on the BC ELN website.

Planned communications could include sharing relevant portions of the monthly ASDT reports on the project website, and broad distribution of a public announcement once software has been selected.

The Committee agreed that news of the project should be communicated as broadly as possible.

ACTION (COMMITTEE): Forward any additional communication strategy ideas to the BC ELN Office.

6. Admin Centre Report

S. Nishimura and A. Cocchia provided updates on other Admin Centre activities. The Admin Centre met with a representative of the BC Digitization Coalition to discuss possible synergies between West Beyond the West and the Provincial Digital Library concept. The Admin Centre also met with the BC Libraries Co-operative to discuss possible platform and hosting options for later stages of the project.

7. Next meeting

The December 18th meeting will be cancelled, with no relevant business to discuss. The next meeting will take place on Thursday, January 22, 2015 at 1:00 PM.