



**BC Institutional Repository Network (BCIRN)
Advisory Committee Meeting Minutes
September 14, 2014**

In Attendance:

April Haddad, JIBC

Kim Isaac, UFV

Brenda Mathenia, TRU

Elizabeth Padilla, BCIT

Shahida Rashid, COTR

James Rout, ECUAD

Debbie Schachter, DC

Don Taylor, SFU

BC ELN Office Staff:

Anita Cocchia

Leigh Anne Palmer

1. Introduction and Approval of Agenda

- a. The BC ELN Office offered an introduction to the members of the newly formed BC IRN Advisory Committee. The Committee consists of 6 representatives from partner libraries that wish to launch institutional repositories (IR) in the next 2 years and 2 representatives from institutions with existing IR programs. Committee membership is as follows:

Advisory Committee Members:

- April Haddad, JIBC
- Kim Isaac, UFV
- Brenda Mathenia, TRU
- Elizabeth Padilla, BCIT (existing IR)
- Shahida Rashid, COTR
- James Rout, ECUAD
- Debbie Schachter, DC
- Don Taylor, SFU (existing IR)

BC ELN Office support:

- Anita Cocchia, BC ELN
- Sunni Nishimura, BC ELN
- Brandon Weigel, BC ELN

- b. Agenda - The meeting agenda was informally approved.

2. Background

The Office presented an overview of the project, beginning with its inception in 2012 to the 2014/15 investment of \$50,000 (with an additional \$50,000 planned for 2015/16) by the Administrative Services Delivery Transformation (ASDT) Steering Committee and the Ministry of Advanced Education (AVED).

With funding secured, the BC ELN Steering Committee has directed that the IR initiative governance structure fall in line with other Steering Committee subcommittees, thereby ensuring transparent governance and fiscal accountability.

The IR Concept Committee (IRCC) drafted a provisional Terms of Reference and sent a call for expressions of interest from partner libraries wishing to participate on the BC IR Network Advisory Committee.

3. Terms of Reference Review

a. Provisional Terms of Reference

The Advisory Committee reviewed the provisional terms of reference drafted by the IRCC and agreed they should be submitted, with minor modifications, to the BC ELN Steering Committee for approval.

ACTION: The BC ELN Office will work with the Chair to revise the first paragraph in the Membership section of the TOR and send it to the BC IRN Advisory Committee. Once reviewed, it will be sent to the BC ELN Steering Committee for approval.

b. Advisory Committee Chair Election

The BC IRN Advisory Committee nominated Debbie Schachter as Chair. The nomination was accepted and, hearing no other nominations, Debbie Schachter was elected Chair by acclamation.

ACTION: The Chair will email a letter of thanks to the members of the IRCC for their dedication and hard work.

4. Next Steps

a. Brief Timeline

The BC IRN Advisory Committee reviewed the brief timeline drafted by the Administrative Centre in consultation with AVED and the ASDT Steering Committee.

The timeline is tight. AVED has requested a 2-year project. Year 1 is dedicated to selecting and launching IRs at individual post-secondary institutions (PSIs) around the province. Year 2 will be devoted to developing and launching the unified discovery layer, making accessible all scholarly information hosted in BC's post-secondary IRs.

It was agreed that the most immediate need is the creation of an IR Software Selection Committee (SSC). This committee will develop an RFQ, evaluate vendor submissions, invite feedback from the larger community, and recommend an IR software solution to the BC IR Network Advisory Committee. The work of the SSC will be overseen by the BC IRN Advisory Committee.

Due to the tight timeline, the work of the SSC will be very intensive from October to December, involving at times weekly teleconferences and frequent review of documents.

Elizabeth Padilla volunteered to sit on the SSC and act as a liaison for the Advisory Committee.

ACTION: The Office will work with the Chair to draft a call for expressions of interest in participating on the BC IR Software Selection Committee.

ACTION: Once volunteers for the Software Selection Committee have been identified, a list will be sent to the Advisory Committee for review.

ACTION: The Office will rework the current IR Initiative presence on the BC ELN website to make it a landing page for news on the BC IRN and a functional information sharing tool as the Network moves forward.

5. Meeting Schedule

It was agreed that identifying an optimal standing date each month for the Advisory Committee to meet via teleconference would be beneficial, considering the difficulty of aligning library directors' calendars. If no issues are outstanding, the meeting may be cancelled.

ACTION: The Office will work with the Chair to identify an optimal regular schedule for meetings and consult with members of the Advisory Committee.