NDLTD Board of Directors Meeting

DRAFT MINUTES

June 9, 2009, University of Pittsburgh
Hillman Library, Thornburgh Room

http://scholar.lib.vt.edu/theses/NDLTD/BoD200906/

Attendees in person (16): Suzie Allard, Julia Blixrud, Vinod Chachra, Bruce Cochrane, Susan Copeland, Ed Fox (Director), John Hagen, Thom Hickey, Christine Jewell, Joan Lippincott, Austin McLean (Treasurer), Gail McMillan (Secretary), Ana Pavani, Max Read, Sharon Reeves, Peter Schirmbacher
Participated virtually (3): Tony Cargnelutti, Eva Müller, Hussein Suleman, Absent (9): Denise Bedford, William Clark, Scott Eldredge (Financial Officer), Jude Edminster, Samson Soong, Shalini Urs, Eric Van de Velde, Ellen Wagner, Xiaolin Zhang

EF: Welcome (9:15 am)

HS teleconference phone-in

Website Report: Hussein Suleman

Web stats: http://www.ndltd.org/awstats/awstats.pl?config=ndltd
Most important: moved to be more stable
Content is issue still
EF: What do stats show: countries accessing number of hits per day, month etc.?
HS: Nothing unexpected. Most use NDLTD homepage as a portal to get to search engine for ETDs. Most users from US, Europe China or India.
EF: Is the web site set up for multiple languages?
HS: Yes. If you log into website, give user name and password, the interface can change for the country’s language.
JB: You have to change your browser language, and it will display information in that language.
SR: This is similar to what is done in Quebec with everything in French and English.
AP: We should customize the website for various language communities.
AMc: Use Babel fish as a starting point.
SR: It’s terrible. Doesn’t recommend it. Real translations are needed. Revise the content and this will reduce the quantity. Then have this information professionally translated.
JH: Language and cultural issues.
SR: Determine major language groups. Translate into these.
SC: See what DARTEurope has done with languages: http://www.dart-europe.eu/About/
EF: What was the charge to the Internationalization Working Group that includes DARTEurope?
JL: National Lib of Denmark nominee to the Board also questioned by there wasn’t a closer relationship between DARTEurope and NDLTD.
EF: Ask DARTEurope to help NDLTD with translations.
SR: After we clean up the NDLTD Web site.
SA: This would be an important working group to establish.
JL: Concern of PR Committee about its role. Software/CMS (content management system) is not the issue. The content is the issue and the categories—the overall approach to finding information on the NDLTD web site. Could be PR committee or Web Content Working Group.
SR Moved
SA: 2nd

Web Content Working Group is MR, JH, SA, JL, SR.
EF: Each one should find someone at this conference to also help the WCWG.
JH: requested EF bring this up at the closing conference session.

**Web Consultant: Joan Lippincott**

JL: She is doing editorial work for National Geographic now. She previously worked at CNI and JL was very impressed. We could do this work as volunteers, but perhaps we need someone from the outside to guide us through the revision.

SR: We need someone like this, not expensive.

JL: She won’t be rewriting, but recommending specifically and consult with us on web content revisions.

She can’t start until September/end of summer.

SR: She committed to NDLTD committee structure review this summer. Consultant could chair the WC WG. Help decide about languages too. SC could get input from DARTEurope.

SA: During the summer the WG could discuss the NDLTD web content so that they would be ready for the Consultant to start in Sept. By end of the year we could have made good progress.

JL: Consultant has worked with nonprofit organization and she understands their operations. She recently completed a doctorate and, therefore, has the academic perspective that will be helpful also.

EF: Charged JL with contacting the consultant. Friendly amendments to the motion re consultant. OK, moved and seconded. All in favor.

EF: Review Agenda
Additions: Country reports came in from Sweden and Hong Kong since other reports were posted.

EF: Approval of the Minutes of Dec. 10, 2008
SR: Mentioned Fair Use Committee.

GMc: Since EV is no longer at Cal Tech, they were not able to begin their work.


EF: Asked WC WG to add Fair Use to its considerations.

JH: Moved to accept the minutes
SR: 2nd

EF: All in favor.

SA recapped Board’s June 8 Working Session (agenda). Last evening she emailed her summary of the day as well as the notes from each group. Allard retreat summary email 20090608

- Group A notes
- Group B notes
- Group C notes
- Group D notes


SA: We began by answering the question "What does NDLTD define as success?" Using a technique that helps develop a combined list, the following items emerged:

1. Increased acceptance of ETDs internationally
2. Financial stability through membership
3. Making it easier to start an ETD program
4. Opening universal access to ETDs
5. Increased visibility/use of ETDs
6. Having a broad base and be a trusted partner with international participation
7. Having branded practical outputs of NDLTD
Four questions were raised by these results and by other comments from Board members. These were addressed for 3-4 person groups:

A  How can the NDLTD structure be improved to enhance productivity and sustainability? (SH, TH, JL, HS-via phone)
B  What does NDLTD need to do to assure success over the next three years? (PS, SC, GMc)
C  How can NDLTD do a better job of engaging the community, growing memberships? (EF, AP, BC, JB)
D  What services can NDLTD provide to members and to the larger community? (JH, AMc, CJ)

SA: We spent 1.5 hours on the above 4 questions in small groups, resulting in seven recommendations, including establishing Working Groups with specific tasks and finite timeframes. The combined Board reconvened to review all the reports. From this review we made a list of seven items that could become part of today’s agenda:
1. Discuss establishing working groups including potential charges and potential members. Five potential groups were mentioned:
   o ETD directories, international activities, DART-Europe, grad students and national graduate education associations, & ETD Guide revision.
2. Discuss and create a procedure for reviewing the current committees, including how chairs are appointed.
3. Brainstorm social networking opportunities for ETD2009 (and beyond) [ETD2009 has a twitter account!]
4. Review the timing of BOD and Committee meetings particularly at the conferences
5. Discuss the BOD composition
6. Discuss the vision (and vision statement) for NDLTD
7. Discuss marketing strategy (and the way forward)

GM: We still need to develop a mission statement that will also address the benefits of the NDLTD to long-term members, as well as those being their ETD initiatives.
SR: Yes, re graduate education and scholarly communication. HS suggested that maybe obsolesce is a goal.
SR: A university that has an established ETD initiative will still experience technological change such as multimedia. NDLTD could develop best practices for multimedia.
AP: Preservation is an ongoing issue.
SA: IR (institutional repository) issues—communicating to students and faculty to get buy in. There are lots of ongoing issues re ETDs.
EF: Organizational issues are being discussed. Best practices should be part of the web site. Wiki could be a place to post. How can we organize and keep track of the issues we raise today? The working groups need to have space to work, such as wiki.
HS: Will send reminder that working groups can use NDLTD web site for this.
SR: Used it and it's not difficult.
SA: We don’t have a current strategic plan. Would help with recreating our vision statement. Would help working groups know how they fit into the larger organization.
JL: Wondered why yesterday’s work couldn’t be turned into a sh, though not a full blown one?
SA: 3-5-page document for Strategic Plan, with supplemental documentation. Short and clear.
BC: We’ve been through this at Miami. 12 strategic goals from very broad to narrow perspective (with various stake holders).
JL: Don’t skip the fact that the web site does have some useful information. It just needs revisions.
SA: Yes, but it’s dated. We have reached that vision and been successful. We should feel good about this.
SR: What about the vision statement? How are we going to approach that?
SA: Volunteered to create a straw man with no ego and distribute to the Board for changes.
BC: Agreed to help with Strategic Plan by starting with a vision.
SR: They could develop and send the statement out for comments. Put it on the website.
EF: (1) Vision statement: SA, BC will begin. (2) Other parts of Strategic Plan. JH, JB, MR also volunteered to help move vision to mission statement—macro level.
BC: Miami’s approach was a good one and got more buy than he experienced at previous institutions.
EF: SA Chair and BC co-chair Strategic Planning Working Group. PS will also consult if not a full WG member, with JH, JB, and MR.

JL: Group A from yesterday: (1) Committees, Conferences, and Board. Today we started to review and establish working groups. SR volunteered to coordinate and report in December. General agreements that we need to restructure committees. Start today but have an overall review? Asked for alternative suggestions today.
EF: Naturally will happen as we proceed through committee reports. Current committees reflect areas of focus.
SR: Bylaws mandate some committees and these are working well.
EF: Let’s leave those in place.
JL: SR could sum up at Dec. Board.
SR: Will look broadly at other committees to inform us of the need for them. WG are emerging that may replace some of the existing committees.
EF: In addition to reporting what your committee has done, say what will be done by Dec. Then we can observe in Dec. if these were accomplished.
SR: We may end up with too many groups and committees that no one will have time to work on their tasks. Today we’ll see synergy between committee work and developing working groups. Some committees are struggling.
JH: Follow up and accountability are issues.
EF: Let’s go through working groups first and their charges. Then from committee reports synergy will become obvious.
SA: Look at the process.
JL: Working Group/Committee chair will develop their charges—write them within one month of BoD meeting and post it on the web site. Wordsmithing at the BoD meeting is not a good idea.
SA: From the Board should come potential charges that the individual groups/chairs fine tune. When chairs can’t make a BoD meeting?
JL: Board member will be responsible for informing the missing chair.

HS is still connected by phone. No one on AP’s Skype

EF: SR will begin review of committees.
SR: She will be very consultative. In Dec. we will be able to make recommendations.
MR: moved, JH seconded.
EF: All in favor.

JL: (2) Review of the Conference: where board and committee meetings are scheduled so that there could be broader participation at the time of the conferences. Face to face meeting has value.
GMc: The best way to get attendees to participate in committees is for them to meet during the conference.
EF: Conference could be a more participatory event. Bring in more people from the area of the event.
EF: During registration have people select committees they are interested in and code their badges for this. At some conferences, committees are responsible for helping design the conference schedule.
JH: Often difficult to get libraries and library schools to both participate even at the host institution.
JL: Inform Texas conf organizers ASAP.
SA: Tim Brace is here and can get our recommendations.
JL: Timing of the Board meeting?
SA: Shared her experience on ASIS.
SR: Split Board meetings half at beginning and half at end, plus committee discussions/reports during the conference.
TH: Splitting Board meetings may effect participation adversely, particularly when members come for the Board meeting and don’t stay for the conference.
Discussion of meeting times: conclusion was that the lunch tables could address the topics of our working groups and committees.
EF: Twitter about this.

15 min. break 10:40-11:05
HS rejoined

Lunch topics (Thursday, Pittsburgh Athletic Club): Preservation (GMc), International (SC), Graduate Students (MR), IP (JB), Multimedia (CJ), Best Practices (SR), Newcomers (JH), New Initiatives (AMc)

SR: re Policy and brainstorming from yesterday’s report.
EF: Twitter and Blog: call for comments on conference #etd09 and other social networking during the conference.

PS: Group B report. Met first goal. What about marketing NDLTD—what are the possibilities in a common strategy?
EF: Marketing drives some organizations; we haven’t focused on marketing the NDLTD somewhat to our detriment. We need to get the word out about benefits of NDLTD membership.
SA: More funding may be needed to SA’s student to create promotional materials. She lost last year’s student but has another one who SA is willing to take this assignment on again.
SR: Gave historical videotape made about joining the NDTLD to GMc for archives. Stream this?
JB: Flash drive give-away with info about NDLTD.
AMc: Promotional material to distribute at other conferences.
JH circulated a refrigerator magnet.
EF: Who will be responsible for leading this effort? Let’s include VC as he has been successful with international branding.
PS: We need a Working Group like the one for the content of the NDLTD web site.
SA: Does VC have staff who would help us?
EF: Let’s talk to him at the conference.
JL: What about the PR Committee? Could SA commit the time to this?
SA: Could continue but it needs more than just her participation.
SR: Web revision has a professional consultant who will lead that WG. Is there someone similar to help us with our Marketing?
JL: Yes, maybe VC’s marketing department might have someone?
SA: Knows free lancers.
JL: Eva Muller might be a good person for this?
AP: She’d like help by providing the Latin America perspective.
JL: Suggestions: Tony Cargnelutti/Australasia and Shalini Urs/India.
EF: Sometimes the biggest contributors are not members.
SR: Dues drove some members away.
TH: What does it mean to be a member?
MR: They need to have recognizable benefits of membership.
EF: Could membership come from being active in the organization, e.g., union catalog membership?
JL: Has a different point of view of membership: they make it their business to press their organizations to join. Institutional buy-in as evidenced by officially joining the NDLTD. Board members should press their organizations to join the NDLTD. How can we help that institution join the NDLTD?
AP: Some Brazilian organizations don’t want to join because their ETDs are harvested for union catalog anyway.
AMc: We need a document that clearly shows the benefits of membership.
JL: Institutions have to see a benefit.
AP: Doesn’t have a clear objective. Doing it because of free training and software. She believes that it’s because there’s no involvement of graduate deans and faculty. Library and IT have been principle players so far.
BC: Agrees completely as a faculty member himself.
MR: Is from Graduate Studies. Her deans agreed that they needed to promote ETDs through the NDLTD membership.
JH: We have different messages for different audiences.
SA: Yes, but it comes from a core of benefits for the larger organization. What is the “product” we’re selling?
JL: Has gone through this exercise at CNI recently. Intangible benefits are difficult to promote also.
SA: We’re selling social networking, connecting the dots. How do you say this for different audiences?
SC: Significant discount for conference registration might encourage greater participation and would be a clear benefit of membership.
AP: Different countries structure things differently—Ministers of Education. In Brazil ETD initiative is under the Minister of Science and Technology.
EF: Leader and advocate for ETD activities—could be a mantra. We need to be more forward thinking and creative.
SA: We have to be able to record our wins. What are our successes? LOCKSS was her example—she knew about it early on.
SR: Early adopters. Multimedia harvesting issue is becoming a critical mass of ETDs.
SA: What particular items can we point to that the NDLTD has already experienced? You don’t have to reinvent the wheel because many already have established ETD initiatives.
AMc: Visibility! News releases: threshold of harvested ETDs, new regional members…
SA: Transdisciplinary and interdisciplinary nature of our organization and what we support. How do we sell this?
EF: How to push forward? $2,000 in addition to previous money for consulting or whatever is needed.
SA: Will lead.
AP, JH also volunteered to work with SA.

EF: Africa Report from HS. From Group C—international activities, languages. So also report on Bid from Africa for 2011 conference.

SR: Conference Standing Committee reviewed the Bid to Host from South Africa. Unanimous and enthusiastic support.
GMc: Did support from National Research Foundation come?
SR: Yes, they are prepared to host the symposium.
SC: Clarify the dates.
HS: No definite date. Will take to conference committee about this?
SR: Sept./Oct? Please resolve with your local organizing committee soon so people can start planning.
GMc: moved
JL: 2nd
EF: All approved
SR: Very important that this symposium is being held in Africa in the near future. An important area of the world to get this attention. Thank you for submitting the bid.
EF: Please develop an FAQ to address typical questions, e.g., visas, vaccinations, travel issues, etc.
AMc: You might be able to use some information from IFLA rather than start from scratch.
EF: Let’s look at Group C that focused on regions.
JB: Establish broad WG on international activities, graduate students, extending the web site—latter already addressed today. Main thing for WG on IA—more systematic about reaching out to new regions, identify key advocates in these regions. Subset: provide advocacy training. Already mentioned portfolio about NDLTD. See Group C report (she emailed last night). At South Africa conference to reach out to the communities to extend the NDLTD in that particular region.
HS: Interesting issue because outreach already is being done for open access in every country in southern Africa. We don’t want to duplicate. Work with the eIFL.
EF: MOU to collaborate. Joint activity with eIFL.
JB: How to be more systematic in our partnership with eIFL? We can be more deliberate, therefore, a working group on international activities?
EF: Suggest Africa as one of the first regions as a model for other regions.
HS: This needs more thought. If we try to set up a working group in Southern Africa, people will want to know what they would get out of it. The most pressing need is training. Many people don’t know about ETDs.
JB: No, Board working group to focus on international aspects of the NDLTD. Specific to southern Africa we could have a workshop in ETDs
HS: eIFL has a fairly large budget.
JB: Therefore, we need to figure out how to partner with eIFL?
EF: HS, would you approach them about the MOU?
HS: Sure, let me know more about it and he will take it forward.
TH: He (and others) never heard of eIFL.
JB: George Soros funded.
JB: 3rd on list taken care of. 1st can be ignored. 2nd topic—students can be dealt with later.
SR: Participates in Canadian equivalent of the American Council of Graduate Schools. She holds a session that is always well attended by graduate student leaders. They pass the information along.
GMc: Could we do something similar with the CGS and similar organizations in other countries?
JB: This is part of the topic.
SR: Association of Graduate Studies may be a __________
EF: Do we have a standard MOU that could be used as a template with many groups?
SR: Could provide a template that is used by the government, but has the headings we’d want to include.

12 pm HS terminated. Lunch break
Vinod Chachra arrived
1:10 pm reconvened

EF: Announced Twitter post at #etd09. He has announced the 2011 conference will be in South Africa.
EF: What kinds of services can we provide to students and student groups? One level is we may want to have some for master’s students (~75% of graduate student population per BC). They have different needs from Ph.D. students-narrow-cast, marketing term. We could announce hits of members-only and use this as a benefit of membership. Mentoring matching internationally. Tailor services to students in small universities.
JL: Open access is important to some student groups, e.g., Harvard students who were putting up an ETD web site because there isn’t an ETD initiative at Harvard. SPARC’s effective activities: How to do ETDs and FAQ. Tie to ePortfolios. Help students get work out to future employers. Do you want to be visible to future employers? Do more to teach students to become digital authors. Adobe funded Ohio St’s ETD Tutorial. Summary: connecting with interested group and tutorials.
SR: To learn Adobe Pro, could she use ETD Tutorial?
GMc: viewed link at scholar.
JL: Ellen Wagner isn’t at Adobe anymore, private consultant
CJ: She wasn’t able to help us get award funding as they have in the past.
VC: need more links to from NDLTD web site. Referrals from Union Catalog come from NDLTD. Others are decentralized. Subject classifications in the metadata would be helpful too. More helpful would be metadata about the people involved in the ETDs. Could pick up names from the committees.

GMc: could programmatically pull information from Banner-like systems.

VC: Faculty have brief introductory bios that would be made available. Link these from ETDs.

EF: Small group needed to suggest what metadata would be helpful to make ETDs more visible. Add value to ETDs.

SA: Where ETD authors have published to dispel the myth that ETDs keep people from publishing.

AP: attach to an ETD awards received.

EF: Author could point to their references’ site. citeU.com has posted bibliographies.

AP: Accessibility metadata, e.g., for blind people.

JL: University of Washington article in DLib about putting cites in Wikipedia.

EF: Ask everyone at the conference to link to NDLTD.

VC: Make it a requirement of membership.

EF: Popular ETD web site.

VC will look into.

TH says he doesn’t haven’t any helpful data.

SA displayed AuthorMapper as a way of representing where ETDs are.

JL: List of institutions producing ETDs. Could VTLS or OCLC produce that so that manual checking wasn’t necessary?

SC: Fact-finding seemed important.

GMc: We also wanted to know about IR software to appeal to or draw from these communities of users.

EM on Skype: 1:35 pm

EM: Sent report. ETDs are part of students’ daily work. Some universities are still struggling with ETDs. Published articles [hard to understand. See her report.]

EF: Could Swedish ETDs be seen in the union catalog?

Her connection broke up and she logged off at 1:40 pm

EF: Membership directory is difficult to maintain though we have some billing information. OCLC has harvesting info. But if harvest doesn’t work, that institution is dropped. We need to follow up with these. Membership person is needed.

VC: VTLS has a software system that keeps track of their membership. More difficult in a voluntary organization. Each time a person downloads an ETD, it could trigger that institution to let them know that their users were downloading ETDs. This way the institution gets value from these records.

**Nominating: Christine Jewell**

CJ: JL had taken over chairmanship. CJ: term will be over as will EV. PS and Susan Dobratz will be next Nominating Committee.

EF: Membership of Nominating Committee and slate of nominees for the Board. We must also address internationalization of the Board.

EF: Membership of the Nominating Committee: Recommended JL chair, PS member, and SD member. One other person?

JL: We could use 3 more members for more breadth and geographical reach.

EF: Africa, Middle East, Asia, and Korea.

JL: in this round reached out to woman from Russian national library without reply. Doing more mining of the attendee list. Doesn’t always work out, as with our current Chinese rep.
AP: Has contacts with engineering education. Conference from Korea, and Taiwan contacts.
JL: Would you join the NM?
AP: Yes, but will do this contacting any way at August conference.
SR: Swarma Bandera from West Indies.
JL: if we approve the woman from Denmark who was nominated, she could help us ID people in Europe.
    She was the ECDL chair with lots of contacts. We don’t have as many reps on the Board from Europe as there is ETD activity.
EF: Move JL chair, PS and SD serve. Will add 3 more members. Steve O’Connor/Australia and AMc moved. JB 2nd. All approved.

CJ: The Board Slate. 9 terms ending, 8 agreed to serve again. Samson Soong declined. 2 nominations:
    Birte Christensen-Dalsgaard (BCD) and Nancy Seaman (NS). She read their résumés from the Committee’s report.
JL: Nominated BCD and spoke on her behalf. BCD is committed to coming to at least one meeting per year of the NDLTD. BCD mentioned to JL the need for more coordination of NDLTD with European organizations.
GMc: We have been talking for 2 days about internationalizing the board, so BCD should get our endorsement.
CJ: Should we change slate to just add one Board member to maintain the odd number?
TH: Clarify the slate.
GMc: What will individual members of the slate bring to the board?
   [Discussion ensued]
MR: Board members who are not re/elected could participate in the Board’s activities without being on the Board.
EF: Yes. Some have not been attending board meetings. Nominating Committee should look at Board meeting participating. Board should decide who is on the slate based on the NC recommendations.
CJ: Let’s vote on the slate of members that have been asked to run.
SR: Let’s vote on a total board membership of 26. Accept this exception to the maximum and call on the NC to put forward a more international slate of candidates in the future.

SLATE:
   1. Allard, Suzie
   2. Cargnelutti, Tony
   3. Chachra, Vinod
   4. Christensen-Dalsgaard, Birte (new)
   5. Hagen, John
   6. Reeves, Sharon
   7. Schirmbacher, Peter
   8. Seaman, Nancy (new)

EF: All in favor.


Awards Committee: Christine Jewell
Recommended that JH chair, and CJ co-chair. SC, JE, MR will continue to serve. They will do more to internationalize the awards and will look at criteria for nominations. Should we continue to seek Adobe support?

JL left at 2:30 pm
EF: AC should increase the support for awards too. Not just financial support, but publicity could be included. Or Recognition and Awards could be the focus of the committee. Revise the charge within one month.

CJ: Thursday dinner will recognize the awardees.
EF: Web site should have the videos of the acceptance speeches and/or the ceremony.
SA: Another suggestion for the awards committee: more international nominees for students.
CJ: VTLS visualizer is terrific.
CJ: Call for nominations could go out earlier.
GMc: Earlier suggestion about ETD Directory could include library and graduate school contacts and benefit the Awards Committee too.
EF: Awards Committee should include in its charge a plan to include BC, VC, Scirus. He met with Scirus rep where talk was focus more on—textual works.

**Conference: Sharon Reeves**
Reviewed committee report.
Texas is a confirmed host of 2010 conference.
GMc: We can hope for greater participation from south of the US boarder.
SR: Thanked board for fast-tracking the approval of this bid. ETD 2011 bid for South Africa was confirmed earlier today. Bid for 2012 will go out in September. Next May there will be a Canadian symposium/workshop. Presentations by invitation. Planned at Carlton last week. Added a day on open repositories.

**Bid to Host and ETD Symposium (rev.)**
EF: Do we have a list where previous conferences have been? This would be helpful information. EF volunteered VC (who agreed) to create Google map with conference sites.
Conference committee will send number of participants at each conference. All conference programs/booklets should be digitized and linked to the map/conference list. [Send these to GMc]

EF: We should support regional events.
GMc: Group B yesterday pointed out the need for language-based conferences, not just geographic locations.
SC: Target needs is the important thing.
SR: Canadian regional conference is struggling with the multi-lingual aspects of her workshop.
AP: Portuguese/Spanish conference would be feasible. Ibero-American focus would work also—former colonies of Spain.
GMc: Angie McCutcheon should be invited to join the Conference (standing) Committee because she has put on two very successful Ohio ETD conferences. It would give regional perspective to the committee.
EF: International Working Group should look at where we should we hold conferences, and sponsorship issues. Include this in the working group charge.
SC, VC, AMc volunteered to serve on the IWG
PS volunteered and was persuaded to chair the WG.
GMc: I’ll introduce Angie McCutcheon to SR.
PS got TC to chair the IWG.

TC joined via Skype at 3:20 pm.

EF: June 16-19 ETD 2010 conference in Texas.
2009 Conference Report: John Hagen

**Conference Travel Scholarship Funds Request:** John Hagen
SC: It took longer than January 2009 to get $5,000. RGU records show that it was transferred. AMc: SE’s records don’t show receipt.
SC: Dorothy Brown is working on it so it will be resolved. (An S in place of a 5 may be the problem.) AMc: The minutes show that the money was to go to the NDLTD, not to the conference 2009 committee.
GMc: Policy should be that the conference proceeds should go to the NDLTD not to the local conference committee.
SR: The Conference guidelines show how the money should be handled and routed.
SC: RGU is happy to pay it back but needed to pay it to the NDLTD, from where it was advanced, not to another university.
AMc: Let’s see where the 2009 stands in December before we transfer money.

**Australasia: Tony Cargnelutti**
ADT has reached maturity in Australia and New Zealand. Secretary now building local institutional repositories, of which ETDs are one element. The Australian government provided 3-years of funding to develop IRs and content, including ETDs. CAIRSS—national support service, advice, etc. New method of measuring quality. First trial at end of June. Excellence in Research program
VC: Does it replace RQS?
TC: yes, replaced by ERA with new government. Metrics were a problem also. 2 trials—sciences and arts.

**Finance: Austin McLean [Scott Eldredge]**
Distributed handouts at the meeting that include financial recordkeeping details and current membership.
We’re on tract with membership dues compared to 2008. We’re where we were last year. $5,000 from RGU to come. Largest expense is accounting firm, ~$3,000. Awards are yet to come out. Web maintenance fee has been paid also. We are continuing to be financially solvent. Increased 150% from 2004.
VC: There are no Asian institutions making payments.
EF: Nominating Committee should consider membership of nominees.
MR: Where’s UBC?
JH: WVU has paid!

**Vendor Reports**

**OCLC: Thom Hickey**
Continuing to harvest ETD metadata: 780,000 from 87 institutions. OCLC is taking over OAIster from UMichigan, with WorldCat in mind. Overlap. Long-term sustainability of ETD harvesting means that OAIster should include ETDs or extract ETDs from OAIster.
EF: NDTLD web site should prominently display the hits from the union catalog.
TH: Put up site maps for metadata records. Google doesn’t harvest OAI sites, so we could increase the visibility of ETDs in Google by posting this information. WE could only do site maps for members as a benefit of membership in NDLTD.
EF: Please work with Membership working group. There should also be follow up with institutions that drop off the map.

**ProQuest: Austin McLean**
Started including full text searching and citation linking. June 2009 data but shows June 2008 data. Interested in multimedia components of ETDs. Concluded project with ICPSR—links to ETDs using the data sets.
EF: Could you share this with NDTLD to post also.
AMc: Yes.

VTLS: Vinod Chachra
Usage info of NDLTD Union Catalog. Since Oct 1, more than 42,000 visits to the site. Stay on the site average of eight minutes. Majority of usage from Asia, us, Europe Africa. Top countries accessing ETDs: US, Taiwan, India, UK, Brazil. Most referrals from the NDTLD site (33%), the rest are random from all over the world.
What could be done to improve visibility of ETDs:
- Make sure your URL works.
- Make sure the metadata is complete. For example, language filtering reveals some ETDs have no language code.
- Provide abstract in the metadata. (GMc can explain some of these as scanned ETDs where metadata comes from MARC bibliographic records that don’t have abstracts, committee members, etc.)
- Many ETDs (in Asia and Hong Kong) sites ask for ID and policy agreement, but at transfer to site you must recreate you search.
- Some metadata records are not ETDs.

EF: Asked VC to give this info to a Membership Committee/working group so that members can articulate this service.

TH: Incremental OAI harvest reharvests everything. So the updated records should reveal the new information. Databases in sync are best through reharvesting.

Canada: Sharon Reeves
This is really a Library and Archives Canada Report. Nancy Stuart is contacting Theses Canada participants to determine where they are with their initiatives. Who is the contact person, etc. A very successful survey. Creating a spreadsheet. What can they do for very small institutions re ETD help with initiatives.
EF: Union catalog sets question

Germany: Peter Schirmbacher
18 universities in Germany-all institutions with ETDs are part of DINI. Annual workshops through German National Library. 79388. Will 90,000 by end of the year. 90 published electronically
EF: Union catalog shows 5700 from Humboldt. Where are the others?
PS will check with the German ETD advisory committee.

Latin America: Ana Pavani
From 78 to 84: growth of union catalog. See her poster for details:
http://conferences.library.pitt.edu/ocs/viewabstract.php?id=718&cf=7

United Kingdom: Susan Copeland
ETHOS launched in January. [GMc see the written report she handed me.] It has replaced completely the microfilm service. BL is the single point of access for ETDs. BL is digitizing paper theses on demand due to financial support. People are paying for digitizing.
EF: Could they be included in the union catalog.
SC: They would like to. It’s on their list of things to do.
TH: OCLC has connection with BL.
EF: Let’s follow up.
SC: She will be in touch with TH.

4:20 pm EM joined via teleconference phone.
EF: Could we get more Swedish ETDs into the union catalog.
EM: Does TH know why? She will check to connect TH to Swedish national library people.
EF: By the end of 2009 we should reach one million ETDs in union catalog.

EF: Do we have anyone who could report on Membership Committee.
AMc: Last thing they did was draft the letter sent with the 2009 invoices.

**2010 Bid: Texas** (Reeves)

**2011 Bid: Cape Town, South Africa** (Reeves/Suleman)

- Development: Suzie Allard, John Hagen (no report)
- Executive: Edward Fox (no report)
- Implementation: John Hagen (no report)
- Membership: Eric Van de Velde (no report)
  EF: Lots of things came up today on Membership.
- Public Relations: Suzie Allard (no report)
- Services and Standards: Thomas B. Hickey, Ana Pavani (no report)

GMc: Proposed that the current ETD Preservation Network become the Preservation Working Group.
EF: Chair, Gail McMillan. Recast the charge from the MetaArchive’s original proposal?

EF: ETD Guide MUST be updated. Who will convene this group? Who will be on this group?
AP: Are there statistics about how many access the ETD Guide.
SR: It’s a huge document to revise. Is it worthwhile? Canadian institutions want a short document that
tells them what to do to get an ETD initiative in place. What about a Best Practices implementation Guide.
GMc: Preservation Group has also drafted best practices, which should match the best practices promoted
by the Guide.
TH: OCLC commissioned GMc to write such a work in 2004. It is better than the ETD Guide in its
usefulness. It is online.
EF: Look at what is already available. ETD Guide was updated in Aug. 2008.
MR: Seconded what SR said in that the ETD Guide was so large that she had to ferret out the essential
steps etc. Extract the basics for a recipe. VOLUNTEER.

CJ: Mentoring from Group D: tutorial, site visits, peer-to-peer networking that will guarantee new
members with get folded into the organization. A ToolKit.
AMc: Is this about member benefits.
SA: Will JH take the lead on mentoring at this conference, e.g., Newcomers Workshop.
JH: Yes, flesh out the speaker’s bureau, lessons learned.

SC: At the last BoD meeting the DARTEurope was a working group. Perhaps International Working
Group.
EF: IWG is different.
SR and SC will talk about this offline.

EF: Thanks to all Board members for their participation. We are in exciting times. Especially thanks to JH
for his heroic contributions to the conference as well as the Board meeting.
AP: Over 1.5 years ago we discussed the change of metadata model for ETDs--the elements that should
be collected and stored. We didn’t implement the harvesting of the new model.
TH: The web site got updated.
AP: But we have to implement the model? Is the model being used?
TH: The problem is getting people to use it. The harvesting works.
GMc: We need best practices for our best practices. We don’t put out the word that we have these new
   elements and a new model that institutions should be complying with.
SR: This is a communication issue.
EF: Yes, this needs to be sorted out.

Adjourned at 4:45 pm. TC signed off and EM too.

Country Reports: no reports
   • China: Xiaolin Zhang
   • India: Shalini Urs
   • US: Ed Fox

Topics from the agenda that were not discussed because time ran out:
   • Preservation: Gail McMillan (handouts distributed)
     o MetaArchive/NDLTD ETD Preservation Pilot Project Report
     o NDLTD Preservation Strategy with the MetaArchive Cooperative, 2nd ed.
     o Getting ETDs off the Calf-Path: Digital Preservation Readiness for Growing ETD
       Collections and Distributed Preservation Networks

FERPA: Gail McMillan