MINUTES

Present: Julia Blixrud, Birte Christensen-Dalsgaard, Bruce Cochrane, Scott Eldredge, Ed Fox, John Hagen, Thomas Hickey, Joan Lippincott, Austin McLean (12:00), Gail McMillan, Max Read, Sharon Reeves, Nancy Seamans

Skype: Christine Jewell (8:30)
    Hussein Suleiman (8:30)
    Ana Pavani (10:05)
    Eric Van de Velde (12:15)
    Peter Schirmbacher (after lunch – 1:30)
    Tony Cargnelutti (after lunch)

Regrets: Suzie Allard
    Vinod Chachra
    William Clark
    Susan Copeland
    Jude Edminster
    Shalini Urs
    Xiaolin Zhang

1. Approval of Agenda
   Recommended that we review and vote on committee structure earlier and leave the reports until later.

   Motion to approve agenda: Sharon Reeves, seconded by Bruce Cochrane.
   Carried

2. Approval of Minutes of Board Meeting June 9 2009
   Motion to approve the minutes: Gail McMillan, seconded by Sharon Reeves.
   Carried

3. Draft Report on Committee Structure
   Sharon Reeves sent out this report, got feedback, re-sent it and had no further comments or suggestions. Sharon summarized: At the June Board meeting she agreed to review committee
structure and the working groups. Some committees were inactive so she considered whether we should change the structure of committees. She contacted chairs of “discretionary” committees and made recommendations based on their feedback. There are 14 recommendations.

Ed: some of the people being discussed (as committee members) aren’t here, and should be given a chance to respond. Sharon noted that they have all been consulted and have been sent a copy of the final report.

**Discussion of recommendations:**

**Recommendation 2:**

The Awards committee be made a Standing committee. Sharon checked by-laws and there’s nothing to prevent this.

**Recommendation 4:**

The Development Committee - Asia Sub-Committee should be disbanded. This was discussed with Tony; he has not been able to get this committee working.

**Recommendation 5:**

Latin-American Sub-Committee works well, but make it a time-limited working group, try to add new members.

At present we don’t have many members from Latin American countries, but Ana has started a newsletter and has active participation from a group from Peru, who are expected to submit a proposal to host an annual conference in 2012.

**Recommendation 7:**

Disband the Implementation Committee. Three successive Chairs, (Ana, Sharon, John) have had difficulty moving this committee forward. Instead put a short, generic, international set of guidelines on how to implement an ETD program on the web site under the heading Manage ETDs. A fairly advanced draft of this document has been completed.

**Recommendations 11 and 12:**

Committee Chairs need to confirm committee members, and lead their committees in developing charge statements. These should be sent to Sharon and put on the web site.

Committee chairs must be on the Board, but no there are criteria in the by –laws for selection of committee members.

**Recommendation 14:**

Public Relations is the only remaining discretionary committee. Add it to the list of Standing Committees, which will mean we have seven standing committees. The name of the Public Relations Committee will be changed to the Communications Committee.

**Discussion:**

**Important points:**

Need to map Board and committees to what we need to do. If people or committees are inactive, we need to find ways to engage people better. Need to make sure that all the things we need to do are being covered by one of the committees or working groups.
Communications committee includes web site— the face of the organization. We should consider budgeting for the upcoming changes to the web site.

**ACTION:** Communications and Finance Committees discuss funds for web site development.

The committee structure has been Board-driven until now. **Committees should make serious effort to involve people who are not Board members.** There are many in the ETD community who would like to contribute, but they don’t know how and they’re not given the right opportunities.

The web site should have a message to people who want to volunteer, along with charge statement for each committee. This is responsibility of the Chair of each committee.

**ACTION:** Committee Chairs develop charge statements to go on the web site, and a message to potential volunteers.

Chairs of standing committees must be Board members. Should we shift to Board members who are Chairs acting as liaisons for committees, and get outside people working more independently? We could have a Board chair, and a non-Board Co-chair who’s very active.

If international Co-chairs are invited to Board meetings, having a formal standing may help them to get travel funds.

Co-chairs will be able to transition easily to Board Members.

Committee chairs need to follow up with volunteers, ask them what they can contribute and then assign them tasks. Committee charge statements will help – people added to committee will know what they will be doing.

Implementation Committee (being disbanded): need to make sure work is assigned elsewhere.

Three major issues:

- standards (metadata etc)
- partnerships
- mentoring – how do we help people move into ETDs?

Mentoring: can mean helping new institutions get started on ETDs; can mean providing ongoing professional development for all levels, can also mean connections to social network e.g. by developing partner relationships with established groups e.g. Australia.

Revision of ETD Guide was under Implementation – now under Communications.

**SUMMARY:**

Conference Committee: responsible for ETDs for Rookies.

Membership Committee: new member mentoring. Previously considered to be only for bringing in new members.

Executive Committee: partnerships (large member consortia and external groups e.g. Fedora DSpace merger) and standards

Communications Committee: responsible for ETD guide and web site.

Joan summarized proposed changes on flip chart:
• Awards: ok
• Conference: add ETDs for Rookies
• Exec: Standards and partnerships
• Finance: ok
• Membership: new member mentoring
• Nominating:
• Communications: includes web site, ETD Guide, public relations, marketing

COMMENTS:

Executive and Communications Committees: Liaising with standards should be the responsibility of the Executive Committee, and communicating the standards and promoting them should be the responsibility of the Communications Committee. It’s critical that we communicate about standards.

Executive Committee:

Joan recommended strengthening the role of the Executive Committee; consider holding at least one conference call between Board meetings, and should be responsible for ensuring that other committees follow through with commitments.

ACTION: Executive Committee schedule conference call between now and June.

Communications Committee: not just doing the communication, but also choosing a communications strategy e.g. which conferences to attend to spread messages, where to send papers/press releases for publications etc.

Birte Christensen-Dalsgaard and Bruce Cochrane will join the Communications Committee. Julia will brief Suzie (Communications Chair). If a technical committee member is needed Birte is willing to switch committees as she’s more a technical, infrastructure person. Max would like to join this committee as she has been helping with site and ETD Guide.

Standards Committee:

Thom: Standards is more of a working group than a committee. Important to expand partnerships, address questions of new forms of theses—we see many new forms (non-book). This committee should not necessarily be setting or revising standards, but making sure NDLTD is aware of changing standards specific to ETDs. The Executive could oversee this instead.

Membership Committee:

New aspect will be to mentor new members; attracting new members was already part of charge. Need to describe the advantages of NDLTD membership. Ana: in Latin-American countries groups often seem enthusiastic about joining but aren’t clear on the benefits. Sometimes we get requests for membership “so we can get access to Union catalogue”; they don’t realize this is free, but that there are other benefits.

Concerns about tracking our members; we know the institutions, but often don’t know who the contact person is (it may not be the person who pays invoices). Need a database to track members; Suzie once offered to do this. We should consider asking Suzie again if she could do this and budget for some help for her.
We need to clarify benefits of membership to members.

**ACTION:** Membership committee to ask Suzie about database of members, and find out about funds to hire someone to assist her with this.

**Motion to accept report:** Sharon Reeves, seconded by Gail McMillan.

Carried

**ACTION:** The committees need to be changed on the web site.

### 4. Discussion of Working Groups

In June we proposed several working groups, but there are not enough Board members to sustain them without involving non-Board members.

Sharon circulated a list of working groups.

**W G – Latin-American Development:** Ana suggested a member from Peru who has been very active – could join committee as non-Board member.

**W G – International Activities:** It’s important to have international oversight. Details of international activities will be done by the country representatives, but the committee should keep track of country/regional groups. We would like the International Committee group to get someone from each area of the world to stay in contact with NDLTD so we know what’s going on; need to look for people already active and get them involved.

What do we need done? **We need a list of international organizations interested in ETDs, and a list of active people.**

We need a way to encourage people to stay active. Consider: put a list of ETD speakers on the web site? People only stay on list if they’ve had a speaking engagement in the last six months. Someone would need to maintain it, but ideally this could be something that members can get from NDLTD.

Sharon thought the charges discussed here were known to be part of their mandate. We need to find out what the working group on International Activities needs to be functional.

**W G – Strategic planning:** Bruce is co-chair; he liked idea of setting defined set of strategic goals, but an e-mail to the committee following the June Board meeting produced no results. He can bring his experience to the process but isn’t the person to lead it.

**ACTION:** Bruce will re-send his e-mail, modified based on this discussion, and will set deadlines for response.

For the new web site, we can use current mission and goals for now, but would like to have these updated. Should review them, then give a presentation at the June 2010 conference.

**W G – ETD Guide:** The working group has reviewed the guide, and thinks we should try to make the material in guide more accessible.

**ACTION:** Christine and Max will send a proposal for revision to the Board for approval.

Ed suggested we shift the guide to a “hub” approach rather than an authority approach; give an overview which directs people to more detailed information.
Could do a presentation at the June conference on the revision situation of Guide – perhaps have an NDLTD panel approach to cover all such revisions and activities?

5. **Web Site Redesign**

   Shelley Sperry, web designer, joined the meeting to discuss the web site redesign.

   Need to make sure it’s easy to find basic info about ETDS—streamline and organize content, and update content. At present we’re not trying to add content, but provide framework where content can be added later if necessary.

   This group has been active, and Shelley presented her latest working group document.

   Shelley approached the web site from the point of view of student or administrator looking for information; sees herself as the substantive editor.

   Sections worked on, in order: About, Documentation, Online Press room (renamed News).

   Suggested having a “Join NDLTD” button on each page.

   Agreed that it’s important to get the basic content on the site first, then add features like buttons etc. later. Need to keep it simple to make it easier to maintain (we’re all volunteers).

   **Archives:** should be very clearly separated from rest of site, for things like list of past members etc. Could make it accessible to Board members only to avoid cluttering site for new users.

   Consider two archives – one with older press articles, conference papers etc, and one to keep copies of historical info, pages etc. only accessible to Board.

   Discussed having member log-in; this was tried before. Decided that if the site is lean, well-organized, and content is up to date, people will find what they need regardless of who they are – no need to provide different views for different users.

   **Board Member biographies:**

   **ACTION:** Board members will each provide a bio, with link either to personal pages or to a page on the NDLTD site.

   **Charges:** each committee should provide a list of members, a charge, pointers to information, something to encourage volunteers, and a link to Chair e-mail. Shelley will discuss with Sharon.

   **Brief History:** Sharon and Shelley wrote parts including parts from old history. Discussion: order? too long? If people click history they should expect history.

   **Other language versions of ETD Guide:** we don’t know what happened to the French version – other versions have also disappeared.

   **Suggestions:**

   Have 2 – 3 key links under each target group, then a link to more.

   New terminology for “Manage ETDs” etc. – keep audiences (Researchers, Authors etc) and put 2-3 key links underneath – remove “Find ETDs, Manage etc”

   Hussein checked statistics: about 90% of site traffic is looking for ETDs; we need to make link to Union catalogue more prominent.

   There are also many places that don’t have ETD programs and need help to implement them; we should make this information easier to find. Sharon’s guide on starting an ETD program should be prominent.
Revision committee should get info from Board members about ranking items, and where they should go on home page. Another working group should look at search engine optimization.

Copyright: The statement needs to point out that copyright law is different for different countries. Could provide links to copyright information pages for countries rather than trying to summarize by country.

Include Creative Commons at top.

News: useful to have archive of news, press releases, for people to look up

We should remember that our main mission is to educate students about becoming digital authors rather than to tell them how to find ETDs.

Need funds to continue Shelley’s work.

Motion: That Joan Lippincott be delegated to negotiate with Shelley Sperry about extending her contract.

Moved by Sharon Reeves, seconded by John Hagen.

Carried

LUNCH BREAK

6. Finance Report

Shelley Sperry has invoiced us for $1,800 for work done so far which includes more work than originally expected.

Motion: That we approve a new contract with Shelley Sperry for up to $2,000 for work on the next phase of the web site.

Moved by Julia Blixrud, seconded by John Hagen.

Carried

Financial Statements: Scott Eldredge

This is the first time in several years we’ve had negative income –$964.14 minus $25 to Ed for registration and $1,800 to Shelley. Contributing factors:

• Gave out more in scholarships
• No support from Adobe and Scirus for awards that we’ve had in the past
• Paid 1,200 for table at conference at ETD fair

Suggestion to membership committee – review categories of membership (for different countries) – the list has been updated by United Nations and we should update accordingly. For example, the University of the West Indies has been paying as a category 1 ($300) but they should be a category 2 ($100). Zimbabwe paid in UNESCO dollars, which cost a lot to cash. Should we give membership free in cases where the country must pay in UNESCO dollars? Not keen on giving free memberships; need to consider whether there’s some other way a country can pay something towards membership.
Scott Eldredge and Austin McLean requested direction on whether we should continue to operate at a deficit. We still have a balance of 50+ thousand, but this will go down if we continue to run a deficit.

More members will result in more revenue. The membership committee was asked to try to increase membership.

Eric (chair of Membership Committee): Membership renewals are typically done in February-March. He suggested that the committee start meeting online in January and plan a push for membership. He noted that we haven’t raised membership fees in a long time, and if we’re not going to raise them, we should advertise that fact.

**ACTION:** the Membership Committee will work with the Finance Committee to try to improve our budget.

Budget will be essentially the same this year as our expenses are same from year to year.

Need to find out from the University of Texas what they expect if conference doesn’t break even. NDLTD does not provide financial support for conference other than for scholarships. There is a policy that if a conference makes money some should come back to NDLTD; it’s documented reflected in the long version of the Conference Committee Charge Statement, which is included in the ETD Symposia Handbook in the password protected area of the NDLTD website.

**ACTION:** Finance Committee should investigate this.

There was discussion about the amount budgeted for membership dues. Decided that in a time of financial cuts we should not plan for many new members, and just hope to retain the members we have.

Projected income: Adobe is not interested in sponsorship any more. Working on Elsevier for awards money. Awards: want to limit winners, increase prestige – maximum two awards for each category, make awards all the same amount ($1,000). The Awards Committee is requesting $6,000 for 2010 awards.

Travel awards are supported to some extent by institutions of origin and enable people to attend conference who otherwise would not be able to.

Ed: suggested $5,000 for Awards, $10,000 for travel scholarships, and focus the awards on students. Could give awards (recognition) for senior people e.g. for the innovative leadership award, but no money.

The Finance committee consists of Tony, Scott, Ed Joan, and Austin. **Eric has been working with them and will join the Finance Committee.**

Tony joined by Skype at 1:30, Ana rejoined at 2:20

7. **International Report**

Ed reviewed discussion about the International working group that took place in the morning.

Australia - Tony:

Summary: some regions are very active; other parts very patchy. Hard to determine why there’s a lack of engagement. Hussein’s map clearly shows where activities are. Three recommendations:

- Short questionnaire to recent symposium attendees
• Try to target ETD symposia in those regions where there’s some but not a lot of engagement e.g. South America, India, China etc. Consider language-specific symposia, or include other languages at symposia.

• Rethink annual symposia: have fewer? Make them more targeted, better focused – or have alternate symposia and workshops held in areas where most needed e.g. Jamaica, Brazil. Africa, Asia. These regions need a hands-on approach, with tools to make ETD submission easier.

Should we consider regional awards to encourage ETD submissions e.g. Latin American best ETD, Africa best ETD etc.?

The International working group should contain more international representatives, and Ana suggested that a representative from Peru should join as prelude to hosting conference.

**ACTION: Ana will ask the Peruvian conference organizers for a representative.**

Sharon: When working groups were struck in June the idea was that they would exist for certain time period, make a report, then be disbanded once their goals were accomplished. Should the working group on International and Latin American development have been a committee, and therefore not time-limited?

Conference: it was noted that organization of the annual conference must be done by someone onsite – the Board cannot do this. We have put out bids to host and encouraged some specific institutions on occasion, but we need contacts in order to do this. Trying to hold symposia/workshops in international locations may not work, as we can’t organize them and local people may not be able/willing to do. We need to identify “ETD champions” in each region.

Sharon has recently been contacted by professional conference organizers; using them might be away to hold conferences in new regions.

**Discussion of working group recommendations:**

Sending out a questionnaire to international groups is a good idea. Recommended questions: How many institutes in your region require ETDs? How many have repositories? etc.

**ACTION: the Working Group was asked to to develop lists of contacts and institutions to whom survey will be sent.** They will work with the membership committee as well. We should also contact existing groups such as ADT (Australian Dissertations and Theses).

**ACTION: Ana will translate the survey into Portuguese and Spanish, and Tony will translate into Chinese.**

Conference Committee: currently includes all past conference Chairs. There should be way for them to be rotated off.

**ACTION: The Conference Committee will consider this and decide; it definitely needs to be smaller.**

Executive Committee: suggested we meet outside regular Board meetings – up to four extra per year.

**ACTION: Ed will organize additional Executive meetings.**

Nancy will join the Membership Committee. Should consider replacing Jose who is now inactive.

**ACTON: Sharon will change the committee structure and members lists on the web site.**
Communications – Julia will help with charge. Bruce will join to represent graduate students, Birte will represent Denmark, Max will join because of working on the ETD Guide. Christine may join from the web site working group.

8. **Conferences**

Sharon’s Report: She’s had interest from international conference organizers – one particularly interesting one is Suntec Singapore, based in the US. Using conference organizers maybe a way to break into East Asia.

Tony: Singapore is a good location, central for Asia. Ex Libris has its headquarters there, and Tony has a contact he could approach about co-sponsorship. **Tony will see if his contact might be interested. Ed also knows people at key institutions and will investigate.**

Sharon: ETD 2010 at the University of Texas at Austin submitted a report last night. They have a minimal web site, no call for papers. John has been working with them since June, providing them with material and advice. It may be too late for international visitors to make travel plans, if their papers are accepted. Sharon: window is now too tight for this to be an international event. John has talked with Tim Brace – they are working on things but haven’t sent them out yet.

Ed: the ETD 2010 conference location is nice but expensive. We need to check ahead of time about costs as they may be prohibitive.

ETD 2011 will be held in Capetown, South Africa and Sharon expects a bid from Peru for 2012.

Who owns copyright to conference web sites? Vinod has offered to archive them if he gets approval from the copyright holders. We need to get permission from individual conference hosts. Should the archived web sites be in our document archive instead? **Decided that we will mirror content in our archive and in Vinod’s archive.**

9. **MOU between NDLTD and eIFL.net (Electronic information for libraries)**

ATTACH Ed’s memo

Ed met with eIFL.net earlier this year and developed a Memo of Understanding and requested the approval of the Board.

**Consensus with quorum to approve the memo.**

10. **ETD-MS - Thom**

Thom – the ETD-MS group has agreed on changes but needs to get them done. This will happened over the next month. We need to tell groups about the changes, and publicize them through press releases, so that groups don’t all make their own versions.

**ACTION:** complete the changes to EDT-MS and publicize them. Thom will lead the ETD-MS group in this.

We need a list of people who should get press releases – Library of Congress, for example, and other groups.

Suzie and the former Public Relations (now Communications) Committee may have started to create some of these lists – need to find out and complete them. The Communications Committee should write the press release in conjunction with Thom and Hussein.

**ACTION:** Communications Committee will assist Thom and Hussein to publicize the new ETD-MS.
OCLC - Thom

OCLC has taken over OAIster project – harvests web sites, now makes them available through WorldCat. OCLC plans to do something similar with NDLTD web site. They will take records that are being harvested, they’ll be part of public Worldcat (.org) and will be searchable and available to first search subscribers. Will continue to make harvested material available as an OIA data base. Makes process sustainable.

This will be announced in January and available by end of June (should release it at Texas symposium if possible – or at least announce it on our NDLTD panel.)

**ACTION:** We should do joint press release on this. **Who will do this?**

11. Awards Committee

The Open Access Week Video Contest on YouTube was an excellent public relations vehicle for NDLTD; there were many submissions.

John Hagen is looking out for possible partnerships with Elsevier and others, to provide specialized awards.

12. Conference Committee ETD 2009 wrap up

Conference ETD 2009 ended $20,000 short; this was split between West Virginia University and the University of Pittsburgh. Officially, we’re reporting that event broke even.

**ACTION:** Publicity for next conference: make sure announcement about conference goes out with membership renewal info.

Austin: ProQuest needs funding requests soon in order to assign funds. The University of Texas needs to ask ProQuest directly; John will remind them.

Each Committee or working group Chair should consider having a meeting at ETD 2010 and invite non-members so they can find out more about the committees and perhaps volunteer to help.

Committees should consider whether they can come up with a topic of broad appeal which could translate into a panel or something similar for the conference.

Sharon: Simon Bevan suggested we do something with usage statistics and has offered to hold a meeting of interested parties at ETD 2010. Sharon will contact Tim and Doug and put them in touch with Simon to get this into conference.

13. Nominating Committee

No report yet, but the Committee will present a slate of proposed Board members for the summer Board meeting. They will contact members whose terms are up. Will make a one-page summary of what’s expected of a Board member, making it clear that it’s a working board, not an advisory board, and will list examples of what people do. Potential new members will be asked what they’d like to do and to be sure they agree to the summary. Joan will share the slate draft with the Executive Committee or with the full Board.

Ed suggested adding a step to the process: ask all potential members to provide a statement saying who they are and what they can offer, and the Board will consider them. Joan will refer potential members to the appropriate person if they have questions about our activities.
14. **Public Relations**
   We now have 175 members on our Facebook page, which was set up last year.

15. **Preservation**
   We have an ETD archive in MetaArchive – see report and workflow document. The ETD work flow is warping into preservation work flow.

16. **UK Report**
   See report
   There are two action items from DART-Europe:
   - They want Susan to be the designated representative from NDLTD on their Board
   - They want clear criteria for NDLTD Board membership which will ensure adequate European representation on ongoing basis.

   **The Committee should contact DART Europe and pass on material from Joan re. criteria for Board membership.** We can identify Susan as our liaison to their Board (not “designated DART-Europe representative” - we don’t have those. For example, Susan is listed with “Robert Gordon University” because that’s her affiliation, not because she represents RGU on our Board.

   We should state that our aim is to recruit people from various areas of the world and various stages of the ETD process. Gail pointed out that having a balance of European members is easier said than done – we have had such members in the past, but they’ve often not been active.

17. **Canada Report**
   Attached.
   This info is based on a phone survey conducted in the summer by Nancy Stewart.

   Library and Archives Canada / Theses Canada is not harvesting all universities with ETD programs, but is hoping to do so in near future. They have had some bugs with universities; when universities change their IR software the harvesting stops working, and fixing this takes a while. Currently testing data from three more universities. DSpace is the most widely used. ETDs are mandated at seven universities – at the rest it’s voluntary. The Canadian Association of Research Libraries has list of which universities have IRs and what software they use, and what’s under development, so Theses Canada has a good idea of what’s going on, who needs help etc. There will be an ETD workshop in May in Ottawa, which will be bilingual (English and French). Ed and Gail will attend as speakers.

   There were a number of other reports, mostly individual – decided not to review them.

18. **Wrap-up**
   A recurring theme today was value proposition. What good are we? What good can we do? Each Board member was asked to comment briefly:

   - John – we share knowledge, provide free information and resources.
   - Max – we work on ways to make info, resources available, accessible, easier to find.
   - Gail – we’ve moved away from negotiating with publishers and attitudes to ETDs – need to keep doing this. Preservation strategy is important and we need to keep that in the forefront.
Joan – we’ve had a lot of success in internationalization, conferences, and we should continue to develop this.

Thom – ETD-MS has been successful, and the Union Catalogue gets a lot of interest.

Austin – this group is unique and diverse; many other groups are homogenous e.g. all librarians, all publishers, but this is more diverse.

Nancy – went from Virginia Tech to institutions where ETDs are not considered important – showed importance of continuing to promote ETDs.

Sharon – the first ETD symposium attended she found inspiring, as we’re taking the knowledge out to the world. Felix Ubogo. from South Africa, noted the importance of accessing ETDs for free as many institutions in Africa can’t afford to pay for them. Our two most important faces to the world are the web site and the conference.

Bruce – we’re important as advocates for new institutions (new to ETDs) and to assist with sustainability for institutions that have ETDs. We should address ongoing issues such as universities using UMI as their electronic repository, which means that their ETDs are not open access.

Ed – honoured to be among generous heroines and heroes – this group. His perspective is to help graduate students – they don’t have many champions. We take responsibility for grad students’ careers and opportunities for publishing and research.

Julia – we’re a collective that promotes the changing face of research and collaboration, and helps grad students.

Birte – scholarly communication is in a state of change. Student product is now in different forms e.g. may not need to write whole thesis, just published papers, or may make a video and submit as a thesis. We should address common repository for these new ways of scholarly communication. We should be the place where people get information – should develop partnerships and share information and resources. One difference she sees between Europe and the US is that Europe has many national libraries who see preservation as their mandates. So does Canada.

**Motion to adjourn:**

**Moved by Ed Fox, seconded by Joan Lippincott.**

*Carried*

Minutes: Max Read