

# Scholarly Commons Steering Committee Meeting

January 5, 2016

**Participants:** Dan, Stephanie, Jeroen, Bianca, Maryann, Sarah, Chris, Robin, Cassie

## AGENDA

### 1. Finalize Invitation List

- a. People marked with the color purple are invitees that we need to follow up with regarding their attendance
  - i. **Action:** Send reminders for people to respond by Friday, Jan. 8 or we'll have to select someone else to fill their slot
- b. Demographic info – ensure diverse attendance
  - i. Citizen science attendees
    1. **Action:** create a list of citizen science representatives to invite
  - ii. We should invite more people from the arts and humanities
  - iii. We can target funders as well
  - iv. Geographic locations (50% western and Northern European)
    1. Seek attendees from other areas as well
    2. **Action:** Fill out your personal demographics on the spreadsheet
- c. Visa letters
  - i. Many visas are denied – we're gambling the price of cancelled plane tickets vs. the cost of last minute tickets
  - ii. Is it possible to refund a ticket if visa is denied?
    1. The OpenCon organization has a lot of experience doing this for their meetings
      - a. They complete all travel bookings for attendees
      - b. We could reach out to them to see what they've done in order to be so successful; ask for advice
      - c. Bianca is in touch with a member of OpenCon
  - iii. **Action:** send a note to everyone asking if they need visa letters and to contact us ASAP if they do
- d. Should we invite Helmsley?
  - i. They said they did not expect to be invited but Stephanie and Maryann are talking to Sarah Solis tomorrow and will ask
  - ii. They would represent funders

### 2. Review Workshop Program and Logistics:

- a. Program draft  
[https://docs.google.com/document/d/1eRBbeQwFv9X7OHw\\_FaZ5xvyuVSYrUNx0RV4V0aCGYk4/edit#heading=h.n5375dc6rcwc](https://docs.google.com/document/d/1eRBbeQwFv9X7OHw_FaZ5xvyuVSYrUNx0RV4V0aCGYk4/edit#heading=h.n5375dc6rcwc)
- b. [Registration form](#) (please fill out!)

c. **Options for facilitation and (real time) visualization during workshop - Jeroen/Bianca (see this [sheet with options to fulfill our facilitation/visualization needs](#))**

- i. Do we need a facilitator and should we contact these people for more information?
  1. Visualizer vs. facilitator
    - a. Would it be better to have a visualizer at the 2<sup>nd</sup> workshop?
      - i. Initial idea was to have a visualization as an outcome of the first workshop to use at the 2<sup>nd</sup> workshop
    - b. The group from FORCE2015 is very flexible
      - i. They're visual note takers – we also need someone to help build something
      - ii. What they do is more of an illustration of workshop events
    - c. Marcin Ignac – Jeroen contacted him and he was very responsive and available for workshop dates
      - i. Jeroen will follow up with him further to discuss what he could do for us
      - ii. Anyone is welcome to join the call
    - d. How do we communicate the outcomes of sessions to visualizers?
      - i. This is something we need to think about
      - ii. Dan attended the Triangle SCI workshop during which members of the organizing committee acted as facilitators to each table. This approach did not seem aggressive enough.
      - iii. The facilitator should take discussions and continually turn them into the vision of the commons. This will not emerge on the first day.
      - iv. Make sure to constantly synthesize ideas
        1. Do we possess the expertise to do this?
          - a. If Marcin has the artistic skills, then our group could do this
- ii. **What aspects of the workshop do we expect to need external support for (e.g. from facilitators)?**

3. **Working Group Webpage Update**

a. **Scholarly Commons logo - Chris Chapman ([branding thoughts](#))**

- i. Before Chris posts logo ideas, we should make sure we are on the same page about what exactly a commons is
  1. **Action:** read Chris's thought and comment, especially on the Design Rationale
  2. These thoughts will also be useful in shaping the workshop

## b. Explanation of website features

- i. The group menu is located on the left hand side (items can be private or public depending on the group's needs; the only private item for this group is Workshop 1 and the Steering Committee email)
  1. Google forum – only discussion to main group email appears here  
**Action:** Stephanie will double check that she puts the source code here
  2. The group calendar shows all group events (unless marked private)
  3. Workshop 1 page
    - a. To edit, login to the website and click on the “Edit” tab to enter text and include links
    - b. After everyone reviews the page, we should make it public
    - c. **Action:** Add Workshop 1 to the FORCE11 main calendar – we do not want it to seem like a closed group
      - i. Visit the [community calendar](#) to select “Add Event”
      - ii. Workshop needs to be advertised broadly even if people can't participate broadly
        1. **Action:** Bianca will describe this on the workshop page
        2. **Action:** create a blog poste on the FORCE11 website to explain the event (content type “Blog Post”)
  4. Cassie or Stephanie can assist with updating/creating pages or menu items, if needed

< Meeting adjourned >

### 4. Establish Planning Committee for Workshop 1

<https://docs.google.com/document/d/1AViXjEDwMcfLV9qA395brfBogZCgkKYCT1Tlzc9l-go>

### 5. Review Action Items from previous meetings:

[https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK\\_apM\\_YLE9Pg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing)