

Scholarly Commons Steering Committee (SC) Meeting

November 24, 2015

Participants: Bianca, Jeroen, Robin, Stephanie, Maryann, Ian, Chris, Cassie
Regrets: Daniel

AGENDA

1. Final decision on workshop location and date

a. When? – [Doodle poll](#)

- i. February 26 is the date with the most availability
 1. We will have to account for travel days as well
 2. Confirmed dates are February 25-27, 2016
 - a. The workshop will likely be 1.5 to 2 days long
 - b. **Action:** find hotels in Madrid for the 25-27th

b. Where? - [Pricing spreadsheet](#)

- i. Madrid is the most cost effective – decided location
- ii. Do we have any contacts in Madrid?
 1. We could look into the FORCE11 members list and we could add a call on the website for suggestions in Madrid
 2. Mercè Crosas may be from Madrid or know someone there

2. Invitation list

a. Who?

- i. 'Indispensable thought leaders'
 1. The SC reviewed Bianca and Robin's list
 2. We want to ensure that we have a representative mix of attendees from different disciplines
 3. When compiling their list of thought leaders, Bianca and Robin reviewed the trait list that Stephanie sent last week, simplified it to have one possible value, and refined some categories
 - a. The list includes everyone suggested by the working group in previous meetings
 - i. There was some overlap between thought leaders and lower profile attendees
 - b. The SC was asked to vote on three people each
 - ii. Action plan for identifying lower profile attendees (20-30)
 1. Should we target a specific number of established scholars vs. lower profile attendees?
 - a. We should have at least 20 thought leaders and 20-30 lower profile attendees
 - b. Robin has money left over from ARCS and is considering using it to fund workshop travel for some early career researchers
 - iii. Ratio of thought leaders vs. lower profile attendees -> desired number for each category
 1. A 50:50 ration would be ideal although it could vary either way by 10% (shouldn't go lower than 40)
- b. Invitation draft – Stephanie sent a draft to Jeroen and Dan this morning
 - i. **Action:** finalize the workshop [invitation letter](#)

1. **Action:** Indicate who you will personally invite by placing your initials next to their name on the invite list – if an invitee is not marked, Cassie or Stephanie will send the letter
2. We should settle on dates first before sending it
 - a. Target invitation sending for early next week
 - ii. We could also include elements of Sarah's 1K challenge in the letter

< Meeting adjourned – items below for next week's discussion >

3. Establish Steering Committee for Workshop 1

<https://docs.google.com/document/d/1AViXjEDwMcfLV9qA395brfBoqZCgkKYCT1Tlzc9l-go>

- a. What qualities/skills are we looking for?
- b. Approach people or invite people to 'apply' at SCWG site?

4. Program planning

- a. Facilitator: external?
- b. Ideas for workshop content (please add!)

https://docs.google.com/document/d/1_v1sjDVRoEaqkI5xWg012ZiICQBwtAboetP_mCCv9U

5. Review Action Items from previous meetings:

https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pq/edit?usp=sharing