

# Scholarly Commons Steering Committee Meeting

June 7, 2016

Participants: Maryann, Stephanie, Mariana, Jeroen, Dan, Bianca

Regrets: Ian, Robin

## MINUTES

### 1. Educational Materials

- a. Organization of Materials - update from Bianca, Fiona and Robin: keep item on the agenda for next week since Robin was on vacation last week.
- b. SCWG Landing Page Design - update from Stephanie, Jeroen and Chris: keep item on the agenda for next week. Stephanie to schedule a meeting.

### 2. Satellite Workshops

- a. The India workshop proposed to be less of a scholarly commons related effort, more of a FORCE11 conference.
  - i. Action: Bianca to contact them after scaffolding is done

### 3. Second Workshop (September 18-21 at UCSD's [Village on 15th](#))

- a. [Invite List](#) - The invitations should be sent out by early to mid June – Action: request organizing committee to insert names of people that could be a fit for the workshop on the list – on next call
  - i. Workshop Themes discussion
- b. Workshop Planning Committee
  - i. Volunteers update: Action: Maryann to send email confirmation to Fiona, Bruce and Marcus, invite them to our regular calls, and share Scaffolding Document. Action: Maryann to send email to Emma and Carmen to confirm their participation on the committee. Action: Bianca to send a note to Lorraine and Bastian inviting them to participate on the committee. Action: Stephanie to include volunteers to Steering Committee's Mailing List for the next 2 months
  - ii. Scaffolding Discussion
    1. Review [Scaffolding Document](#) – Action: Jeroen to synthesize volunteers' comments on a separate document
    2. Matrix/Index of principles
    3. Principles that could be implemented
    4. Action: Fiona to update principles

5. Mapping Principles: updated from Jeroen and Bianca – Skeleton is ready but needs more work – ongoing
  6. Hotel Room Block – Stephanie will secure rooms and conference room this week
  7. Meeting website page – drafted by Stephanie but not published yet.
- iii. Decide on schedule: Monday 9/19 all day and Tuesday 9/20 until 4pm
  - iv. Finalize contract with hotel – Stephanie
4. Next Steps
- a. [Map of the commons](#)
    - i. Call for teams to map the commons - Dan & Chris
      1. Action: Dan to clarify what people (larger group) think in terms of the starting document then report back to the group next week.
5. [SSHRC Partnership \(Development\) Grant](#)

#### ACTION ITEMS:

- Action: Bianca - contact Satellite workshop people regarding materials after scaffolding is done
- Action: Maryann - request organizing committee to insert names of people that could be a fit for the workshop on the list – on next call
- Action: Maryann - send email confirmation to Fiona, Bruce and Marcus, invite them to our regular calls, and share Scaffolding Document.
- Action: Maryann - send email to Emma and Carmen to confirm their participation on the committee.
- Action: Bianca - send a note to Lorraine and Bastian inviting them to participate on the committee.
- Action: Stephanie - include volunteers to Steering Committee's Mailing List for the next 2 months
- Action: Jeroen - synthesize volunteers' comments on a separate document
- Action: Stephanie - secure rooms and conference room this week
- Action: Dan - clarify what people (larger group) think in terms of the starting document then report back to the group next week.
- Action: Jeroen send short list of key people to be invited in advance for the Workshop

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)