Minutes of Meeting held on Wednesday 17 February 2016
at 11:00a.m. in L009

Deborah Fitchett (Facilitator)  Lyndsay Ainsworth
Damian Lodge               Timothy Curran
Erin Skinner                Karaitiana Taiuru
Liz Wright                  Hazel Gatehouse
Gemma Thomas (Telford)      Stuart Reilly
Jacqueline Bowring          Aimee Kingsbury
Glennis Hilston (Minutes)   Ian Wagstaff

Apologies: Paul Mathews, David Simmons, Sonja Wilkinson, Lorraine Petelo (to be replaced by Ian Wagstaff) and Iain Winslade

Minute of previous meeting: 10 November 2015
Confirmed and will go up on website

1. Matters Arising
   1.1 (2) Open Access Week
       Deborah sent Open Access Week Twitter hash tags to the committee.

   1.2 (3) Looking at 2016
       • Debbie circulated the final governance report for Learn Preview to the committee
       • Hazel drafted an email summarising her understanding of open access and sent it to Lyndsay
       • Lyndsay checked and circulated the above
       • Debbie made the booking in L114 for 9 March but not all day we have it 8a.m. – 1p.m. and 3p.m. – 5:30p.m.

2. Open Education Week
   2.1 Confirmed plans to hold a 1-hour workshop on Wednesday 9th March
       Deborah asked Lyndsay if someone in her team available. One workshop and repeat in the afternoon
       Lyndsay: depends on whether we need to do anymore Equella workshops
       Focus on where to find the content and can also cover citing

       Lyndsay asked Gemma if she wanted that workshop livestreamed for Telford or do something separately.
       Gemma replied that she would like it livestreamed.

3. Open Access policy and Whenua Strategy
   3.1 Carried forward from last meeting
       Karaitiana – to draft recommendations.

       Action:
       Karaitiana to ask the Maori academics group for feedback and will report back to the meeting.

4. 2016 goals and workplan
   4.1 Very rough initial draft attached based on last year’s priorities and on discussion at last meeting – for completion this meeting.
1. **Open Learning**
   - Currently when people upload objects they have created to Equella they can make it open access and apply a cc licence so we want to monitor how this is going.
   - About 90 objects open at present this is low but people are just getting to grips with it so not pushing it at the moment.
   - Deborah and Lyndsay to decide how often we need to report on this.
   - During open education week we will let people know about what resources other universities have made open.
   - Damian acknowledged the concerns raised about the process. LTL staff worked very hard to make the process as seamless as possible with training and the Equella software. We recognise that there is a lot of work involved for academic staff.
   - One of the goals is to monitor how many objects in Equella have been made open and after discussion it was agreed that reports count these by faculty.

2. **Open Teaching**
   - Learn Preview project is finished.
     
     **Action:**
     Remove Learn Preview bullet point.

   - TEACHr officially finished. Final report for this group

   - Open resources for teaching staff
     - This was to make Lincoln staff aware of where they could find open materials that they can use and how to correctly attribute the source and licence. The question is how do we want to do that?
     - Training
     - Cheat sheets
     - Doing something in Open Education Week – drop in sessions etc.

   - Ian Wagstaff asked if University is working towards a percentage of compliance.
   - Deborah replied that we are never going to be 100% but she is interested in what the current status is so that we can set a goal. Coming up with goals and achieving them is part of this committees role.
   - Lyndsay – we need to break it down by category so that we can set a reasonable percentage.

   - OER (Open Education Week) recognised
     Deborah explained the move away from Open Access Week because of the timing. What we are trying to do is fit in with International Open Education Week which is better timing for raising awareness of Equella but not so good because of the start of semester one.
     Will may still want to do something for Open Access Week but not as big as in the past.
     Good to raise Equella awareness, not so good because of start of semester. At this time we will also announce to external universities that we have some open access content available in Equella.

3. **Open Research**
   - Deborah would like to survey the understanding and uptake of open access in the Faculties and different aspects e.g. research vs data vs teaching materials. The University of Otago did a similar survey last year and they have made their survey instrument available so we could copy that which would give us some useful benchmarking data.
### Action:
- Deborah to approach Otago about using their survey instrument.
  
  The meeting agreed that the second half of the year would be a good time to do this.

- **Lincoln has an Open Access Mandate which we need to monitor compliance.**
  
  **Action:**
  - Deborah to talk with Roger and LRI on monitoring our open access mandate.

- **APC (Article processing charges)**
  
  Lyndsay reported that Roger can supply spreadsheet for the international template once the articles are published.
  
  Deborah asked if he can report on numbers published, numbers accepted without details.

- **Open Journal System**
  
  Deborah has been working with Jacky Bowring and Hamish Rennie on getting a fuller understanding of the system so we can maintain it better and give better support and allow them to customise the journals better. Deborah would like us to get to a point where we are capable of accepting another journal that someone else on campus might wish to start or migrate into the system.
  
  **Action:**
  - Deborah to write a bullet point in the ‘How’ column.

  **Action:**
  - New bullet point under this heading ‘Monitoring funder requirements’

#### 4. Open Data

- Publishing data
  - Put together a list of resources
  - Monitor funder requirements
  - Lyndsay commented that the Figshare people may want to come and talk again.

  Figshare is the most well-known company at the moment who are providing a space for researchers to publish datasets on their platform. Lincoln had looked at getting a Figshare for Institutions account but a bit expensive at the moment but may be able to look at it in the future. That would enable us to pull together all the researchers accounts who do publish through them and be able to track and monitor everything that is published but even as it stands any researcher can get a free account and upload data to make it publicly available. This is free up to a certain limit (20GB). Figshares is a good collaborative platform but its real strength is in the publication. Once you publish you get a DOI permalink which is findable and searchable in a range of places. It can be directly imported into Elements so it can be included in your profile. The company is also an independent subsidiary of Digital Science which runs Sympletic Elements but it is not controlled by them but often share hosting for events.

- Monitor progress of RDM Suite project
  - Erin reported that this project has been funded and there was the first meeting of the steering group yesterday. We are currently negotiating the contract with NeSI (NZ eScience Infrastructure). It will be using the Bio Protection unit as a test bed for products and training on data management plans.

  - Deborah reported that there are an increasing number of funders and publishers who are requiring that the data behind research is made public alongside the
research itself. Lincoln needs to be able to support that. We also know that for the 2024 PBRF round research data is going to be included as a research output so they can be credited for the data as well as the research. We need to support researchers to manage their research data and to know how to publish it where that is appropriate or how to make it publishable or if it can't be published how to securely store it in case of IP issues.

- The RDM suite pilot project is starting us off looking at storage and Erin is running the data management basics workshop and training people to create data management plans that can get them started looking at that full life cycle of managing data. The pilot project is a one year project so we can forward the Steering Group minutes and progress reports to this group.

- Erin and Deborah have had some input into the data management policy for the HUB which Stuart Charteris is working on.

5. Open Records
We will continue publishing the Minutes of these meetings but not including the supporting papers on our website but we can include our work plan.

Action:
Add an Attribution-no derivatives licence to the minutes and an Attribution licence to the work plan

We also will receive the Records Management Steering Group minutes which Erin will forward to us.
All the policies now have a CC licence on them.

6. General
- OA policy bought in line with Whenua Strategy
  
  - Karaitiana already has an idea on how he can align it with the Whenua Strategy.

  - Deborah reported that we are due for a review of the OA policy.
    Lyndsay suggested getting a representative group together including representatives from all the stakeholders. Then a paper would be written and put out for consultation. LUSA and TEU need to be involved.
    Tim indicated he would be happy to be involved.
    Deborah to consider this for later in the year have it completed by end of year.

- Increase understanding of Open Access and Creative Commons Understanding has been increased thanks to the TEACHr training to date.
  Walt's email has done a good job of promoting OA.
  Lyndsay commented that we should still send out Hazel's email.

Action:
Deborah to forward Walt’s email to the group with Walt’s permission.

- Collaborate with other NZ Universities open access groups
  Deborah attends a six-weekly web conference session of the NZ Universities open access group.
  - Otago University – their copyright person Richard White is on the ball and he developed the survey and is keen on promoting it.
  - Waikato University - have an open access policy and they also got a mandate before we did.
- Canterbury University - is digitising law resources
- Victoria University – have the NZ electronic text centre

LU is the leader in terms of being the first to have an OA policy in terms of research data we are in the lead among NZ Universities. But there are some very good people at other Universities e.g. Anton Angelo at CU is doing work on APC

**Action:**
Deborah to update the Draft 2016 OAIC Work plan and distribute it for approval. Deborah

Meeting closed at: 11:52a.m.