Minutes of the meeting to be held on Tuesday 10 May 2016
at 10:00a.m. in L009

Present: Deborah Fitchett (Facilitator) Lyndsay Ainsworth
Damian Lodge Karaitiana Taiuru
Iain Winslade Hazel Gatehouse
Erin Skinner Jacqueline Bowring
Glennis Hilston (Minutes) Vanessa Rhodes

Apologies: Timothy Curran, Dorje McKinnon, Paul Mathews, David Simmons Liz Wright,
Stuart Reilly, Ian Wagstaff, Sonja Wilkinson and Aimee Kingsbury

Minute of previous meeting: 17 February 2016

1. Matters Arising

1.1 (3.1) Open Access policy and Whenua Strategy
In consultation with Māori staff and Iwi, Karaitiana prepared a draft Traditional Knowledge
statement. Lyndsay highlighted that it does not cover individual usage.

Traditional Knowledge Draft clause.
Article II of Te Tiriti shall be referred to and will treat Traditional Māori Knowledge as a Taonga.
This includes images of people and illustrations.
Unless Traditional Māori Knowledge has a clear author then no one can claim sole ownership and
therefore traditional knowledge should not be made open access.

1.2 (4.1) 2. Open Teaching
Done

1.3 (4.1) 3. Open Research
• Deborah – Otago happy for us to use their survey
• Deborah - Open Access Mandate –
  Deborah distributed a draft report which she pulled out of Elements. 2012 to date it looks at
  all the research outputs in Elements:
  - How many of those have had the licence granted to research archive?
  - If the licence has been granted how many are currently live?
  - How many are currently being reviewed?

Not sure what ‘not deposited’ column is but basically on average 12% of the items in
Elements are currently live on DSpace and 28%-29% have had licence granted and working
through to making them live.

Of those that are live some of them will be live in the sense that they are stored in DSpace
in the Research Archive but not actually open access. This could be because the publisher
hasn’t granted permission for open access or the version that the researcher has uploaded
isn’t appropriate.
This is everything in Elements does include Thesis.
Needs to refine this now and exclude Thesis.
Should include all groups that are research active and there are options to exclude people who are no longer at LU.

**Action:**
Deborah will redo the report with the suggested changes.

1.4 (4.1) 3. Open Research
Open Journal System
- Deborah has been added the bullet point in the ‘How’ column.
- New bullet point under ‘Monitoring funder requirements’ added.

1.5 (4.1) 5. Open Records
Copyright licences added to Minutes and workplan.

1.6 (4.1) 6. General
- Deborah forward Walt’s email regarding TEACHr and Open access
- Work plan has been distributed.

2. 2016 work plan
Approved work plan

1. Open Learning
- Deborah has put the LU resources for education on line for education week.

2. Open teaching
- Deborah reported that we held the workshop in open education week but we also talked about doing resources e.g. handouts, website etc.
  - Hazel suggested short videos. In her faculty she is developing an ebook for staff and students to try and link to these sorts of things.
  - Lyndsay agreed that videos were the best.
- Deborah asked what the FAQ were that a video would be useful for:
  - how to use TinEye (programme that lets you trace back to identify pictures)
  - image properties for processing
  If anything else comes to mind let Deborah know.
  Video resources see Terry and Hadrian and paper resources see Caroline and Sarah T.

3. Open research
- Deborah reported that we have permission to run the survey.

**Action:**
Deborah to email everyone to let them know what questions will be included.

- Deborah asked what part of the second semester was likely to get the most uptake?
  - Hazel suggested mid semester break.
  - Lyndsay tie survey into next Elements training.
  If we want to report on the survey anywhere and have published outcomes it will have to go through Human Ethics Committee.

- APC fund applications in total 28.
- Support open journal system in process.
4. **Open data**
   - Deborah to talk to David Simmons about our monitoring of funder requirements.
   - Hadrian has been helping with finding out what resources researchers need.
   - Figshare talk – Timing is a problem. Hazel suggested after Lectures have finished and before exams.
   - No recent developments in data management policy.

5. **Open Records**
   - Will continue to publish minutes.
   - Erin reported that Archives NZ are in the process of changing their standards and enforcement model.
   - Lyndsay - The Universities previous capping magazine RAM. Roger offered to scan and save in Living Heritage and not make open access.

6. **General**
   - Karaitiana has started the process of working with the Maori Academics group.
   - We do need to form a working group and consult on a review of the OA policy. Tim would be happy to be involved but not lead it.
   - Deborah indicated that the Open Access policy is due to be reviewed.

**Action:**
Deborah to write to Paula Morrison and ask about the process for reviewing the Open Access policy.

- Embedding OA/CC information in Equella and Elements training is ongoing.
- Putting out communications in departmental newsletters
  - better to wait until we have something useful to say.
  - highlight what we have done with Equella and Elements training.
- OA week coming up at the end of the year.
- Report back from the web conferences – done.

**Action:**
Deborah to put the work plan as it is on the website.

Meeting closed 10:49a.m.