Minutes of the meeting to be held on Monday 19 September 2016  
at 1p.m. in L009

Present: Deborah Fitchett (Facilitator)  Mary Cosson  
Erin Skinner  Hazel Gatehouse  
Karaitiana Taiuru  Sonja Wilkinson  
Timothy Curran  Liz Wright  
Gemma Thomas  Danyon Thomas  
Glennis Hilston (Minutes)

Apologies: Damian Lodge, Lyndsay Ainsworth, Jacqueline Bowring, Ian Wagstaff and David Simmons

Minute of previous meeting: 10 May 2016

Amendment: (1) amend final sentence to read:  
‘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. Matters Arising

1.1 (1.3) 3. Open Research  
Deborah has redone the report to exclude Theses and people who are no longer at Lincoln. She has run it again and will send copies to attendees. 
Looks at the number of items that people have put into Elements compared with the number they have granted the licence to in D space. 
Currently 4,500 items which have not had a licence granted (up 100) and 2,600 that have had a licence granted (up 900).

1.2 (2) 2016 work plan  
3. Open Research  
Deborah reported that the survey went out with the minutes.

1.3 (2) 2016 work plan  
6. General  
Deborah reported that she did write to Paula Morrison about the process for reviewing the Open Access policy.

1.4 (2) 2016 work plan  
Deborah has put the workplan on the website

2. Open Access Policy review  
Deborah reported that Peter Cook mentioned that LRI has been asked to review intellectual property policies but he doesn’t seem to be including the OA policy. Paula Morrison gave some suggestions on what might be needed in terms of the procedure for that and she believes general consultation as usual should be fine. Deborah believes that we should use the consultation process to remind people that it does exist as well as consultation. Deborah also found information on the Policy and Procedures registry about the process including a link to the policy change memo.
A small group was set up consisting of Deborah, Tim and Erin (with the power to invite others as needed) to look at the Open Access Policy review.

Need to obtain a list of people to invite and then that group can determine the timeline that suits their workflow.

We will inform the VC’s office, announce it on the Intranet and make sure that people are aware that we will do all the consultations, draft the changes, do the consultation, review, repeat and then send the policy change memo to SMG.

**Action:**

Karaitiana to forward Deborah the details of the global email list which goes to all Maori staff.

Once Deborah has email contacts for LRI, TEU etc she will ask for volunteers.

Tim mentioned that this is a good opportunity to dispel a few myths and concerns regarding implications and compulsory nature of open access.

3. **Open Access survey**

Deborah presented that questions from the Otago University survey. She commented that some of the questions are not appropriate for us to ask as Otago is at a different stage than Lincoln.

Information useful to Lincoln with comparable questions to Otago to give us good benchmarking.

Otago focussed on research outputs where we should also include teaching materials.

If anyone has any questions they would like to add let Deborah know she also has a list of volunteers and will set up a meeting.

4. **Any other matters**

4.1 **Open Learning**

There are 147 objects in Equella open to the world.

4.2 **APC report – Mary Cosson**

Mary presented her report.

- 27 applications – most from AGLS 11 – 2 from COMM
- 15 are at submitted stage and 12 accepted
- 25 journals submitted and paid for
- Approved 24 application – 2 for Peer J which we already have a subscription for, 1 was too expensive and the other one had already paid to publish and also had to pay to make open access.
- $60,000 budget this year - $47,640 spent to date - actually paid $19,034 - unallocated at the moment is $12,359.

Discussion on how funding was allocated and the problem with being charged to publish and then being charged again to make it open access.

The approval committee is made up of Mary, Roger Dawson and David Simmons.
4.3 **Open Access Week**

Deborah reported that we don’t have the time to do anything fancy this year will look at easy things that we could do and look into what the other Universities are planning.

4.4 **Elements**

Mary reported that we have been living off the core modules. Next year we are applying to get the full enterprise system which will mean that we will get access to all the modules that they have and all the modules that they are developing. One of the ones we will get next year is the open access monitor. Anything coming into the system that has an open access will immediately appear in the queue. Awaiting ITS approval.

Also getting a dashboard which is a reporting tool.

*Meeting closed: 1:55p.m.*