Minutes of meeting held on 24 October 2014
in L009

Present: Penny Carnaby Karaitiana Taiuru
         Lyndsay Ainsworth Iain Winslade
         Deborah Fitchett Richard Corby
         Erin Skinner Sonja Wilkinson
         Glennis Hilston (Minutes)

Apologies: David Simmons, Stuart Reilly, Lorraine Petelo and Rachele Allen

Welcome:
Penny Carnaby (PC) opened this inaugural meeting by explaining that this committee is in charge of the University wide implementation of Lincoln University’s Open Access Policy and LU Open Access Policy covers research, teaching and the business record so it is your expertise and experience that she wants to engage.

PC than asked the members present to introduce themselves and outline the expertise they are bringing to this committee:

It was agreed that a student and further Academic representative would be invited to join the committee.

1. Draft Terms of Reference

Open access steering committee meets quarterly to:

- Oversee all aspects of the implementation of the LU Open Access policy - open teaching, open data, open research outputs, open records, open code, open policy’s
- Monitor and report on the Lincoln University Open Access Plan.
- Draw LU’s attention to progressive examples of open access elsewhere
- Provide guidance to the University when requested
- Facilitate an annual OA week each year to ensure that LU contributes
- Recommend capital projects when appropriate
- Endorse/support/showcase initiative and best practice
- Promote Creative commons licences
LU Living Heritage
Lincoln connect publications Transforms and Land forms – Lincoln Connect publications

- **Data champions**
  PC met with Deans to look at data champions needs to stay on.

- **Data management**
  Lot of progress for next meeting put draft data management policy in front of us

- **Datasets**
  Encouraging academics to include their datasets in Elements mentioned in training

- **Lincoln Hub Data2**
  Waiting for Sue Sutherland’s report to HUB governance committee

- **Research outputs**
  ES - some have been resolved we have $30,00 allocated for 2014 for article processing charges

- **OA mandate at ELT**
  PC - have consulted on this and as of this week mandate has been accepted and RD writing a paper for the Research and Commercialisation committee for the 1st November and implementation paper needs to come to this group. Policy is completed, implementation just started.

- **Teaching**
  LA - platform to make available for our open teaching resources and this is going to be Equella. PC is in the process of putting together a business case to recommend the purchase of Equella to the University.

- **Evaluate OA teaching materials**
  same as above.

- **Open Learn/Moodle**
  LA wrote a paper for the L@L steering group about what the implications of various aspects of providing open access to our teaching resources and a very small subset part of that is going to be done which is to open access to our current student access to all our courses and will also allow prospective students that have received an omission offer.

- New line ‘open digitization projects’
- Keep aware of the definition of ‘open’ need to make sure that we are focused on things that are openly licensed.

- We need to be reporting and communicating the benefits of implementing open access
- ‘Communication’ needs a heading of its own
- ES will update Gantt chart monthly
PC - the above is what we are doing and this is what we will be looking at as a group and monitoring are there any other things that are not part of this?
  * work that Anne Thompson, Telford, is doing with the making material available for school stuff
  * Historical records – in terms of teaching resources.
  * Schools link and network for learning and we need to keep an eye on what is happening there

**Action: Deborah to attempt to put people’s names against headings for them to own, report and lead discussions on**

**Closed 12:10pm**