Minutes of Meeting held on 10 February 2015 at 10a.m. in L009

Present: Penny Carnaby   Karaitiana Taiuru
         Lyndsay Ainsworth   Sonja Wilkinson
         Deborah Fitchett   Lorraine Petelo
         Erin Skinner       Stuart Reilly
         Glennis Hilston (Minutes)

Apologies: Ian Winslade, David Simmons, Richard Corby and Rachele Allen

Minute of previous meeting: 24 October 2014
Approved.

Matters Arising:

1. Welcome
P Carnaby has invited Jacky Bowring and John Sutherland. Jacky does want to be involved but can’t attend today’s meeting. John Sutherland has yet to respond.

New Business

1. Terms of Reference – (attached)
   - D Fitchett explained that ‘open code’ is in terms of software where we are developing software.
   - Change ‘open policys’ in point 1 to ‘open policies’
   - Change point 5 to read ‘Facilitate Lincoln Universities Open Access Week’

   With the above changes the meeting endorsed the ‘Terms of Reference’

2. Priorities for 2015 – (OA Policy attached) (PC)
   2015 Implementation Plan (discussion & prioritisation)
   - Open Research
     We have an Open Access Mandate Policy, passed by RAC, for research archive LURA we need to make sure it is implemented.
     Role of the committee is monitoring and report to RAC if any concerns.
     Action: send Open Access Mandate Policy to committee
   - Open Data
     - Evaluation of an open data repository (Figshare) and training provide input into LU research data management policy as it develops
- Schoolslink data project – Erin, Sheelagh and Fiona Scott from Lincoln Connect in process of developing NECA teaching modules using LU branded data. We have picked up 5 NECA standards to start with.
- This committee will monitor progress.

**Open Teaching**
- L Ainsworth - Learn Preview committee past the end of the Learn Preview project will look at open teaching in a wider sense so this is something we will want to monitor.
  SR receive updates on Open Learn and TEACHr
- TEACHr is a mandated repository of teaching resources and with the changes to copyright licencing we need to be able to report on whether we are complying with the Copyright Act in all of our teaching. We need to monitor how the LU Open Access policy is influencing the development.
- TEACHr is the best way to disseminate what we want to be open rather than using Moodle.
- L Petelo concerned that first training set up in Telford on first week of Semester one so no one from her area is able to attend.
  P Carnaby this is just the Telford implementation. The Te Waihora is in Semester two so will make sure that it is better timed.
  L Ainsworth and Martyn Brown have already been talking about how they will update Roger and Heather early in Semester Two
- S Riley concerned with the big risk to project is user adoption with OA it will be a difficult sell.
  P Carnaby our role is to say if the author chooses could they make it open and that is what we are monitoring.

**Open Learning**
- Monitor openness of learning objects
  L Ainsworth - Learning Advisors develop learning objects as well. Some are completely open on the LTL website. No individual items have a creative commons licence on them but the LTL website does.

**Open Policies / Business records**
D Fitchett – has been achieve already. It is up live and functioning has the CC copyright page there and is public to the world. It is linked from University home page.
Open policy – needs to be monitored and promoted.
S Riley - before we heavily promote it check with EMC and Sheelagh.
This group to receive Records Management Steering Group minutes.

3. **Academic Publishing and APC committee (P Carnaby)**
   Just been set up reporting to ELT research and committee this reporting to EMC – meeting tomorrow

4. **Any other Business**
   **4.1 Creative commons**
   We are trying to raise awareness of CC at LU.
S Riley – We need to make our records open on the web Karaitiana Taiuru to put them up Agenda and Minutes of this meeting not supporting papers.

4.2 Plan for year
P Carnaby - Next stage is to get together a plan for the year and monitoring who is responsible. Send out for editing and have it for the March EMC.

4.3 GANTT chart
Professorial addresses – are being recorded and we intend implementing them again. It is a joint thing between Marketing and LTL – as Marketing is busy we will initiate it.
Action: Paper to go to Research and Commercialisation (RAC) committee of ELT by PC.

4.4 LU Living Heritage
PC – need a representative from Lincoln Connect on this committee
Action: invite a representative from Lincoln Connect

Objective: Monitor any issues that challenge the open access philosophy of the LU Living Heritage

Action: ES to update GANTT chart and refer it to any objectives that will be a monitoring role of this committee.

4.5 Watching Brief
OERU
LA - Open education resources university task which we were a member of. This group would be a good one to discuss when we could afford to re-join.
MOOCS

4.6 Campus buildings
There is going to be a web cam taking photos every x number of minutes.
Action: P Carnaby – This group will monitor this and invite Wayne to next meeting.

Meeting closed 11:03am

Meeting dates 2015
12 May 2015
11 August 2015
10 November 2015