1. **Attendees**
   a. Dr. Martin Halbert (UNT Dean of Libraries and Associate Professor)
   b. Dr. Katherine Skinner (Educopia.MetaArchive Executive Director)
   c. Gail McMillan (VA Tech Director, Digital Library and Archives)
   d. Geneva Henry (Rice University Executive Director, Center for Digital Scholarship)
   e. Dr. Bill Donovan (Boston College Digital Preservation Manager & ETD Administrator)
   f. Xiaocan (Lucy) Wang (Indiana State University Digital Repository Librarian)
   g. Dr. Patricia Hswe (Penn State University Digital Collections Curator)
   h. Yan Han (University of Arizona Associate Librarian for Research Services)
   i. Dr. Daniel Alemneh (UNT Metadata Librarian)
   j. Matt Schultz (MetaArchive Program Manager)
   k. Shannon Stark (UNT Strategic Projects Librarian)

2. **Introductions**
   a. General welcome
   b. Briefly went around the call and shared job titles and backgrounds as they relate to our institutions and the project

3. **Overview of project timeline, scope & deliverables**
   b. Matt covered project scope – studying lifecycle curation needs for ETDs on behalf of university and academic research libraries who are planning or managing ETD programs
   c. Deliverables include Guidance Documents, Education Materials and Associated Workshop, and Lifecycle Management Tools (curation micro-services)
   d. Matt covered four project phases
      i. **Start-Up (10/11 to 12/11)**
         1. All about initial planning, hiring, laying out functional reqs. for software tools, updating bibliographies, doing preliminary research, and outlining guidance docs
      ii. **Development/Deployment (12/11 to 12/12)**
         1. All about drafting the Guidance docs, developing workshop, and building micro-service tools
         2. Two in-person steering committee meetings
            a. First one at TxETDA 2012 (Feb, 2012) – used for synthesizing the docs/workshop/tools
            b. Second one will be at UNT in August, 2012 to begin finalizing all project materials
      iii. **Disseminate/Assess (10/12 to 07/13)**
         1. All about lining up presentations, putting things in place for workshop, final testing of tools, and pushing everything out to the community - in Fall/Winter 2012 – and then assessment – assessment is a big part of this project (IMLS)
         2. In February 2013 we have another SC Meeting and the workshop at the 2013 TxETDA conference
      iv. **Report/Wrap-Up (07/13 to 09/13)**
         1. All about making final adjustments to materials, writing reports, and finalizing dissemination
4. **Overview of roles, responsibilities & commitment (research, drafting documentation, etc); how to facilitate?**

   a. Matt covered Project Staff roles & responsibilities
      i. Martin Halbert – handling most of the administrative work of facilitating the grant – covering travel, etc. - serving as the principal investigator.
      ii. Matt (100%), Katherine & Shannon – overall project management, keeping things on task, coordinating meetings, helping with document production, overseeing technical development, etc.
      iii. Technical Staff (Software Programmer) – hiring process underway and making progress toward the New Year for an early hire

   b. Matt covered Steering Committee roles & responsibilities
      ii. Martin: coordinating the steering committee work on the *Guide to Options for ETD Programs*
         1. This guide will be a descriptive (rather than prescriptive) information resource that seeks to explain the relevant decisions institutions must make and to clarify the pros and cons of different options. This document will reference and integrate all the other documents in the series.

      iii. Gail: coordinating the steering committee work on the *Guide to ETD Program Cost Estimation and Planning*
           1. This guide will provide institutions with succinct information on costs and planning, laying out the critical paths that many ETD programs have charted, together with advice about strategies. This document will be developed in close concert with the ETD Options Guide, and will provide cost-benefit analyses of these scenarios to provide institutions with a range of options to consider for their local needs.

      iv. Geneva: coordinating the steering committee work on the *Briefing on Access Levels and Embargoes of ETDs*
           1. The point of this document is to provide prospective ETD programs with clear and concise information about the ramifications of campus policy decisions for or against different kinds of access restrictions.

      v. Patricia: coordinating the steering committee work on the *Briefing on ETD Copyright Issues* document.
           1. This document will provide clarifying information concerning contested issues of copyright and fair use in ETDs. This briefing will be developed in close reference with the embargo briefing, as the issues are often linked.
5. Overview of roles, responsibilities & commitment (research, drafting documentation, etc); how to facilitate? (Continued)

vi. Bill: coordinating the steering committee work on the Overview of Formats document
   1. This document will seek to concisely set forth information and issues for decision makers and practitioners on formats, and to provide scenarios for managing and migrating complex ETDs over their lifecycle.

vii. Yan: coordinating the steering committee work on the Guidelines for Collecting Usage Metrics document.
   1. This document will provide guidance for institutions concerning the critical issue of assessment of ETD usage, and how communicating such assessment metrics can demonstrate the benefits of the program to stakeholders.

viii. Daniel: coordinating the steering committee work on the Overview of PREMIS Metadata document.
   1. A concise overview will be prepared to inform stakeholders and decision makers about the critical issues to be aware of in gathering and maintaining preservation metadata for ETDs, across their entire lifecycle.

ix. Lucy: coordinating the steering committee work on the Guidelines for Implementing ETD Programs - Roles & Responsibilities document.
   1. This document will provide guidance for understanding roles and responsibilities, together with frank acknowledgements of the concerns that different stakeholders may have, and how ETD programs have addressed these issues as well as the ramifications of not specifying roles and responsibilities.

b. Matt will be sending out a Doodle scheduler to set-up bi-weekly calls throughout January so that we can check-in and collaboratively discuss progress toward the first set of milestones that include:
   i. Updated resource lists, and bibliographies for Guidance Documents (Steering Committee)
   ii. Outlines for Guidance Documents (Steering Committee)
   iii. Draft functional requirements for micro-service curation tools (Project Manager)
   a. Group discussed logistics regarding attendance at the conference  
      i. Martin will work with Shannon to prepare correspondence regarding booking travel/accommodations for Steering Committee members – that should be going out shortly  
      ii. Matt will work with Daniel Alemneh & Jill Kleister at UNT to arrange for a meeting room on the morning of Thursday, Feb. 23rd  
         1. We’ll likely host an evening dinner on Wednesday, Feb. 22nd for attendees – more details to come  
      iii. Hotels should be booked asap – deadline is February 2nd, 2012 (see here: http://txetda.wordpress.com/sub-committees/education/2012-txetda-annual-conference/2012-txetda-accommodations/)  
      iv. Katherine, Matt & Shannon will work on poster session proposal ahead of the January 17th deadline (see here: http://txetda.wordpress.com/sub-committees/education/2012-txetda-annual-conference/txetda-2012-call-for-proposals/)  

7. **Additional Details**  
   a. Matt will work with Shannon to set up a listserv and disseminate – will be helpful for facilitating open discussion on issues relevant to the Guidance Documents and other deliverables