Attendees

a. Dr. Katherine Skinner (Edupedia/MetaArchive Executive Director)
b. Gail McMillan (VA Tech Director, Digital Library and Archives)
c. Geneva Henry (Rice University Executive Director, Center for Digital Scholarship)
d. Dr. Bill Donovan (Boston College Digital Preservation Manager & ETD Administrator)
e. Xiaocan (Lucy) Wang (Indiana State University Digital Repository Librarian)
f. Dr. Patricia Hswe (Penn State University Digital Collections Curator)
g. Dr. Daniel Alemneh (UNT Metadata Librarian)
h. Matt Schultz (MetaArchive Program Manager)
i. Shannon Stark (UNT Strategic Projects Librarian)

1. Update on preparation for TxETDA

a. Hotels and flights have all been booked
   i. Shannon Stark (UNT) will be following up with each of the steering committee members on their hotel confirmations
b. Shannon confirmed that UNT would register each of the steering committee members for the conference itself and directly cover fees
c. Transportation to and from the airport will be provided – we will cover logistics on our Thursday, February 9th call
d. Our Wednesday night dinner (02/22) will likely be followed by a brief working session prior to our Thursday morning (02/23) meeting. It might also be constructive to tentatively plan for an after-dinner debrief session on 02/23
e. Shannon and Daniel Alemneh (UNT) are coordinating preparations for a focus group session on the final day of the conference – this can help to get broad feedback from ETD curators
   i. To get IRB approval for recording this session Shannon needs all focus group questions by end of the day on Friday, 01/27
      1. Each of the steering committee members should send 1 or 2 questions to the listserv no later than Friday morning
f. Our poster proposal has been submitted and we will send an announcement once we have heard back
g. A tentative agenda for TxETDA will be put forward on our February 9th call

2. Guidance bibliographies & outlines

a. Matt Schultz (Project Manager) reviewed the consolidated Bibliography that he prepared on the wiki – see here: http://www.metaarchive.org/imls/index.php/IMLS_ETD_Project_Bibliography
   i. Gail McMillan (VA Tech) suggested changing the organization scheme to match the Guidance document areas
b. Matt reviewed the comments he added to Bill Donovan’s document and Gail McMillan’s wiki page
c. Gail has also added an important comment to Geneva’s wiki page
d. Patricia Hswe (Penn) reviewed her draft outline & bibliography for the group
   i. Patricia requested advice on the amount of background to provide on copyright and fair use
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1. The group encouraged staying brief & summary where there are well established background resources that can be referred to for best guidance
   ii. Patricia requested advice on the value of providing examples or case studies on managing copyright
      1. The group strongly encouraged the use of real world case studies – for all of the Guidance documents where it makes good sense for communicating information
   iii. Patricia requested advice on the degree to which to advocate for open access
      1. The group strongly encouraged advocating for open access, particularly as this is a federally funded project
      2. Where there are legitimate grounds for being concerned about open access, it will be helpful to acknowledge and provide some proper context and recommendations

e. Daniel Alemneh reviewed preliminary thoughts on his bibliography & outline
   i. As mentioned on the previous (01/12) call, PREMIS usage for ETDs is not different than usage of PREMIS for many other digital objects
   ii. Daniel is planning on modeling UNT’s workflow for generating PREMIS records for ETDS
   iii. Matt suggested that as ETDs grow more complex and incorporate or include rich media objects – PREMIS elements should be explored for their utility for long-term preservation and curatorial management
   iv. Where METS & MODS may be in use for ETDs, synergies between these schemas and PREMIS will be helpful to explore
   v. Katherine Skinner (co-PI) suggested that producer-generated metadata will be important to investigate – what is constructive and feasible?

f. Xiaocan (Lucy) Wang reviewed her preliminary research into resources for her bibliography and progress on her outline
   i. Lucy has searched extensively on EBSCO and plans to do further search via Google for resources
   ii. Currently Lucy’s outline is nearing 5-pags and she expressed concern about length and too much overlap with other Guidance documents
      1. Matt and the group encouraged approaching her area on its own terms and taking a broad and deep approach to the information at this early stage – areas of overlap are potential opportunities for reinforcement and connection between the documents

g. Geneva Henry updated the group on her progress
   i. Currently under competing deadlines and aiming for week of February 6th to draft her bibliography and outline – will be prepared to discuss on February 9th call

h. Gail McMillan enquired about what each of the steering committee members should have prepared by the time of our meeting at TxETDA
   i. Matt explained that each of the steering committee members should have a near-final set of bibliography resources and a draft outline that reflects their current confidence in the full range of issues, items & concerns related to their Guidance area of focus
3. **Functional reqs. for micro-services**
   a. This discussion was tabled until the February 9th call due to time constraints

4. **February meeting reminder**
   a. Our next meeting will be on Thursday, February 9th from 11am-12pm ET
   b. All should come prepared with starter or semifinal bibliographies & outlines
   c. We will discuss the TxETDA meeting agenda & logistics, and check-in on progress toward our deliverables

5. **Additional items**
   a. Bill Donovan provided a brief update on preparations for the 2012 USetdA conference, and suggested that our group submit a proposal for a session track – these proposal are due by Feb. 27th
      (http://www.usetda.org/?page_id=1022)
      i. Matt will touch base with Bill Donovan and begin drafting a proposal that we can discuss and refine on both our Feb. 9th call and at TxETDA