

NETWORKED DIGITAL LIBRARY OF THESES AND DISSERTATIONS

Board of Directors Meeting, Quebec City, Quebec, Canada Minutes for June 7, 2006

Salle Fontainebleau at the Hotel Palace Royal
Reports, etc. see <http://scholar.lib.vt.edu/theses/NDLTD200606BoD/>

Present:

Suzie Allard	John Hagen	Eva Müller
Denise Bedford	Thom Hickey	Ana Pavani
Julia Blixrud	Christine Jewell	Sharon Reeves
Susan Copeland	Joan Lippincott	Peter Schirmbacher
Jude Edminster	Austin McLean	Hussein Suleman
Scott Eldredge	Gail McMillan	Shalini Urs
Ed Fox	Joseph Moxley	Eric Van de Velde

Conference call: William Clark

Welcome (Reeves, Fox)

EF: Thanks to host: Sharon Reeves, Library and Archives Canada

SR: Information from Guy Teasdale, conference co-host (Laval University):

- Air show at the airport on Saturday, so it will be very busy. Plane departures should be OK, but slow going to the airport.
- Sircus wants the email list of conference attendees
- Conveners needed for keynote speakers.
- Lunch in the hotel restaurant.

Review, update, and approve the Agenda for June 7, 2006 (Fox)

Many could not access the PDF or web versions.

Lippincott suggested adding the NDLTD Web site to the PR Com. Report

Approve the Minutes of Sept. 2005 (McMillan)

EF: Some To Dos haven't been done. Discussed need for regional workshops to spread the word about NDLTD but Adobe staffing changes ended this. Adobe PR Specialist—will be discussed later this morning

- Budget report missing from final version—replace.
- Workshop questions
- P. 4. TC re Free should be fee
- P. 6. How many signed up for NDLTD during conference registration
- P. 8. Whole IFLA section: discuss during PR



Minutes of Sept. 27, 2005 were approved with these changes. [See <http://scholar.lib.vt.edu/theses/NDLTD/NDLTDminutes20050926rev.pdf>]

Executive (Fox)

- Add: Committee liaison—Sharon Reeves; HS will add to the NDLTD web site along with committee member changes that SR will send him.

Finances (Eldredge)

Distributed a packet: 6 or 7 pages with 2005-2006.

1st year of paid memberships:

Budget currently has \$16,255.32 but he hasn't paid accounting fees or awards.

SR: Glen McCandless said to send the invoice for the conference support funds to Sasha Broda at Adobe (same person as last year). He will send Sasha the invoice.

SE: IRS fee had to be paid for filing late. SE asked for abatement of that fee which the IRS is considering. Legal fees should be less than \$1000, not \$3000 allocated. Fiscal year begins in January.

\$2000 in paid memberships. TRLN \$900 hasn't been received yet.

SE: Will send invoices if they are requested. (Because previous year sending invoices to names on NDLTD membership list resulted in lots of out-of-date contacts.)

EF: Invoice all who paid in 2004 and 2005.

SR: Couldn't find web documentation for joining NDLTD. It was at 2004 conference site!

SA: Conference organizers need this information.

EM: Membership Committee should have a small brochure for the Uppsala Conference.

EV: Has something similar for this year.

GMc: Discrepancies among various sources of membership info: letters of who joined, paid, etc.

SR: Membership Committee will discuss.

EF: Do we want more engagement by the Financial Committee?

SE: Working closely with the Membership Committee has been most helpful.

Committee Reports

Awards (Hagen)

- Conflict of Interest policy: Any Awards Committee member is not eligible for an award.
 - EF: Is this posted on the Web site?
 - JH: Will see that it is.
- Criteria for reviewing the multimedia submissions, original language materials (i.e., not English)



EF: Regional awards connecting with International Awards hasn't happened yet. Are there any other awards that could be encouraged that could feed into the NDLTD international awards?

SC: We need more publicity to generate more nominations.

JH: The short time frame since NDLTD conference was in Sept. 2005 has created difficulties.

EF: CGS awards, for example, could be tied in. Think about promoting this.

SA: Each NDLTD institution could send a nominee that would be recognized, even if not a monetary award.

JE: University criteria would not necessarily be similar to those of the NDLTD.

JH: Proposed that the Awards Committee discuss this.

EF: Potential, highly effective public relations activity. Web site links.

GMc: Was CGS notified?

JH: Yes, this year. Also announced in *Chronicle of Higher Education*. *New York Times* may publish something.

EV: Cal Tech is going to announce, but they have a winner.

SR: Just US based notices?

HS: NDLTD mailing list needs to be established so that they can be notified.

JM: *CHE* should do a sidebar, a story celebrating this that could also include membership of NDLTD list.

EV: *CHE* had an article about copyright that should have been included the NDLTD.

JM: Picture of award presentations and put on the web.

JH: Has DVD from Cal Tech winner that will be part of the ceremony.

EM: Cooperation between JISC, CERF, and her project for Netherlands, UK/ Sweden/Norway

SC: JISC is trying to develop more across-Europe collaborations.

EF: Asked AP to check with Brazilian coop about awards.

JL: Australian project should also be included in this collaboration.

EF: NDLTD could provide an incentive for continental, regional, etc., perhaps a \$100 matching award. Highly leveraged activity. Sponsor of the award must be a dues-paying member of NDLTD though winner does not have to come from a member.

EV: Award winner's institution gets an invitation to join the NDLTD.

SE: Treasurer is in favor of it.

SR: Membership fees could be used, if increased.

- Announce 2006 <http://www.ndltd.org/awards/awards2006>

- Call for 2007 plans

JH: Call for nominations officially distributed in January.

EF: Announce at this conference also.

JH: Send him any personal connections Directors may have with where announcements should be sent.

EV: We may have stories for the *CHE* coming out of this conference—issues raised in the presentations.



SR: *Library Hi Tech* (John, Julia, Sharon) asked for reports from this conference.

SR: June 23 is deadline for LHT. Send them to SR by June 15.

JH: From first award in 2004, the NDLTD web is complete with award information. Post examples on the web.

JL: It would be helpful if there was an accompanying statement that the clip, info, etc. could be used.

JB: Creative Commons statement could be used.

EF: Include all this in the IR.

Conferences Report: Canada/Reeves

Sent out a discussion paper that Directors should have read. Struggle for conference organizers because there hasn't been any official documentation available with respect to conference planning. Previous conference organizers sent helpful information. Helpful but still missing information, such as membership list.

Bylaws calls for one conference committee. There are such a variety of responsibilities that we need (1) standing conference committee that would continue: find conference venues, continuity, and institutional memory. More lead time needed for local conference organizers.

SR and SA have worked on documentation for future conference organizers on wiki so can be improved as needed. SR will put mission, charge, guidelines for travel grants etc on the wiki.

EV: Open source conference planning packages are available.

SR: First work with SA to integrate NDLTD documents. Maybe then look at EV's conference planning package recommendations.

SA: Would only be a recommendation because institutions may have their own.

EM: We need this information, as the next conference planner.

SC: Need for information about previous conference sponsors.

EM: Along with solicitation letter.

SR: Agreement that there will be a standing Conference Planning Committee that SR volunteered to chair for the next few years. Annual Conference Planning Committee should also be established that must have a local organizing committee with a Board liaison for consultation.

EV: Last 3 conference chairs should be on the standing committee.

EF: Calls for change in Bylaws. Board can form committees at will.

SA: Leave conference committee as defined but change membership and add local or on site conference organizing committee that isn't related to the Board. IRS issues. Board member would be ex officio member.

EV: Read current Bylaws re annual conference.

SR: Not effective to have Conference Committee change each year. Wants to add another standing committee.

EF: Reviewed intentions of committees.

TH: Will be confusing to have 2 committees.



SR: Standing committee would be responsible for the mission and charge that SA wrote to look after the long term. The annual organizing committee for the various venues is the issue to resolve so that it is clear that the standing committee is not responsible for organizing the conference.

EV: We don't want to have to change the Bylaws each time we need a committee to address whatever issues.

EF: Annual Conference Committee members will be chair (currently SR) plus chairs of 3 recent conferences and future conference planning chair. It may choose to have subcommittees that would liaison with the conference committee.

SR: Recommends this and official moves so.

EV: Local planning committee for current and next conference.

SA: See draft mission statement includes the local committee that creates and submits bid, makes decisions, appoints chairs and liaison to NDLTD Board.

SR: EV, SA, SE, EM, PS, and SR are the current Conference Committee.

Future planning

EF will announce 2007 @ Uppsala University <http://epc.uu.se/etd2007/> following Board's unanimous approval.

- Discuss/vote on 2008 venue.

Dartington College of Arts and Robert Gordon University (RGU)

Hosted by DARTINGTON COLLEGE OF ARTS, DEVON, UNITED KINGDOM

29th June – 2nd July 2008 (Booked these dates, but can be changed.)

AP: Very busy at Brazilian universities.

GMc: 4th of July weekend may be an advantage for US travelers.

EV: International travel is getting more expensive.

JM: Has difficulties getting out of the country also. Why not smaller, regional conferences?

JL: Several Directors spent many hours working with Adobe on regional conferences. We need new relationship with Adobe.

SC: UK venue will be all on a university campus, with a mix of accommodations such as expensive hotels and student-type housing.

GMc: Take advantage of those who offer to host and arrange conferences. NDLTD is not large enough to be too restrictive.

EF: Conf. Committee –add to its charge: (1) solicit bids for 2009 and 2010 in the Americas and Asia; and (2) work towards a program of regional events.

JL: Let's approve the bid for 2008 in Dartington with RGU.

EF: Unanimous approval by the Board. He'll announce it at the conference opening as well as the closing activities that will have EM's announcement about Uppsala.

EM: Will speak and has pictures.



SR: Moves that the Board accept *Travel Support Guideline* (SA, SE, EV): re grants for delegates from under-funded countries. Was also used by this year's Laval group. \$\$\$ from Open Society Institute because had problems with some of NDLTD previous conference awards. Still flexible for local conference organizers.

EV: No liability for local conference organizers.

SA: Proceeds from conferences are for the Board to decide.

EF: Has editing changes he'll pass along, so accept *Travel Support Guideline* with minor changes.

SR: Process for soliciting bids for future conferences has been a bit ad hoc so she has tried to get planning to go as far as 3 years into the future. We need to keep on track for getting future bids. At each annual conference we would know where next 2 conferences will be held. Soliciting 2009 bids beginning with this conference.

EF: Everybody agreed.

EF: Bid to host should include mission/charge/travel support/planning for ETD symposium, and description of sponsors.

BREAK 10:40 – 11 AM

• **Proceedings (Suleman/Hagan)**

HS: Document Archives (i.e., institutional repository) for NDLTD, lives at VT with NDLTD web site. Now has conference presentations. Would like presenters to submit them directly to the NDLTD DA. We are losing some of our history.

JH: Compiled early proceedings with documents and their metadata. We should ask other conference chairs to at least compile their own to send to HS.

EV: This should be part of the Conference Organizers packet. JCDL is using a software package that would help with this. There is also free and open source software.

SR: Local conference committee may be putting proceedings on the conference web site, but they should also submit it to the NDLTD DA.

EF: DA should also include the union catalog as well as conference proceedings. We should have an explicit statement about committing to our union catalog for the long term if they won't add directly to the DA.

EM: Berlin XML has added value and moving this to the DA would devalue it. Uppsala will also have XML, not just PDF.

William Clark joined via conference call at 11:15 am.

HS: We needed a dumbed-down PDF version that is centralized to better preserve the NDLTD.

JE: Re permanently accessible proceedings. Some people count on these for their career advancement. It counts as a publication.

EF: In addition to various conference sites, NDLTD DA should hold the proceedings.

HS: OAI registration



- HS: Handle system comes with DSpace. It is very stable at VT so will not upgrade DSpace software if it changes for OAI issues.
- EM: Persistent identifiers will be used (DOI).
- EV: Open Archives-spirit: local conferences must allow NDLTD to harvest conference proceedings.
- PS: Harvesting and OAI protocol is necessary, but different persistent identifiers should be taken into consideration. URNs are nearly the same, free vs. DOI.
- EM: Persistent identifiers would be retained in addition to other identifiers.
- EF: (1) As part of conference organization materials, conference proceedings and archiving of proceedings. (2) HS will coordinate a centralized record of all conference publications, metadata, pointers to host sites, DOI or other persistent identifiers, local copies. JH, EM, and others will coordinate with HS to be sure that the NDLTD DA is reliable, etc.
- PS: JCDL system—Berlin conference had a system for the 2003 conference that he offered to the NDLTD.
- EF: Include this in the conference organizers packet and become part of the NDLTD server.
- EM: Uppsala also has software that she will make available.
- AP: Duplicate conference at the NDLTD DA and the local host, if they want to. They should point to each other.
- EF: At least the NDLTD will point to the conference site.
- EV: NDLTD server lift at VT is safe?
- EF: NDLTD server at VT is safe for at least 10 years.

Development (Schirnbacher)

- PS: What is the committee's task? Sponsor info for local organizer. Sponsorship is a local program for the conference host, not the NDLTD. Does it make sense to recommend sponsors? PS Discussed with Tony Cargnelutti what their experiences were.
- SR: Room for this in the conference planning document. Wiki would be a place to add potential Ex Libris sponsored ETD symposium. American branch also sponsored Canadian and Cal Tech conferences.
- EF: Web site should have a continuing record of past sponsors. Not every sponsor is tied to the conference. Long-term relationships are important to sustain with sponsors. This is something the NDLTD needs. Perhaps Finance Committee should be included in this discussion. Who would be comparable to Adobe that may support NDLTD? Sorus Foundation.
- PS: Will discuss with PR committee and see what can be done in the future.
- SR: perhaps just compiling a list of past sponsors.
- EF: We need to compile this list.
- EM: We also need to know the level of support a sponsor provided.
- EF: Platinum, silver, gold—keep track of level of support.
- PS: Local situations various a lot, e.g., international companies, versus continental companies.
- SR: TC's conference report was especially helpful in this regard.



AM: From a corporate standpoint, a lot of advance notice is very important.

EF: Will be discussed at the committee meeting this afternoon. SE will be responsible for keeping development functions and records.

Implementation (Reeves)

Add discussion of the Guide, Joe re wiki

Add preservation (Lippincott, Hickey)

See SR's report from Sydney.

SR: Guidance to other institutions through FAQ.

PS and SD: Technical standards and certification.

SR: Quick and dirty list of software.

AP: Establishing an ETD program

JL: local access as a starting point

AP: training resources outline didn't get very far.

SR: Considered herself as acting chair. Who will take that on will be discussed this afternoon.

JL: Repetitious questions—how does it relate to the ETD Guide? Do we need an editor/editorial role for the NDLTD web? Maybe for PR Committee to discuss.

HS: At last Board meeting the various committees were responsible for updating their portion of the web.

SR: We still need someone with overall perspective.

EF: Editor role of NDLTD is someone with 10 years of experience. Intellectual responsibility.

JM: Excited about the wiki part of the NDLTD. Could give voice to individuals and perhaps graduate students. It is a powerful.

EF: The minutes will reflect that JM has volunteered.

Denise Bedford briefly called in at 11:45 am.

Nominating (Lippincott) see report at

http://scholar.lib.vt.edu/theses/NDLTD200606BoD/ndltd_board_nomin06.pdf

JL distributed her report. She discussed 2 people and their participation in NDLTD BoD.

- Samson Soong was a librarian in the US at Rutgers—technical systems side of libraries. HKUST is a premiere institution. Has scanned ETD collection, perhaps. He was eager to get involved. Was trying to join NDLTD and was successful.
- Ellen Wagner, through Glen McCandless got no help in ID'ng Adobe for NDLTD board. She regularly attends Learning Initiative of Educause; worked in Macromedia for years. Dynamic individual. She got OK from Adobe to participate.

This adds one more person to the Board. Everyone on the list has agreed to be nominated.

GMc moved, SR 2nd.

JB: Question re quorum

EF: Would have to have 15 participating.



EM: Add another person from Eastern Europe. It would help with European cooperation. Particularly Baltic, Slovak.

JL: Yes, but key is getting someone who really will participate in at least one Board meeting every year.

TH: Slovakia has an active group of librarians working on ETD initiatives.

EF: Let JL know at any time about potential board members.

Union Catalog (Hickey)

TH: Harvesting 1/4 million ETD metadata records from <60 institutions. (some duplicates) See his report. This metadata is not part of WorldCat yet, but he is working on it. OAI repositories are almost always 1st timers. Usually doesn't work the first time. What started as an ETD repository has evolved into IR. DSpace at MIT has more than ETDs but there's no way to know what is an ETD and no way to harvest only a section of an IR. Standards Committee needs to work on communicating this to the IRs. TH is currently customizing.

EF: We need to begin to post guidelines for these also.

TH: Need to tell IR what an ETD set should look like.

EF: Union or Standards Committee needs guidelines.

HS: This has been available for quite some time at the NDLTD site.

EF: We need to have some proactive work to get contributions to the NDLTD Union Catalog.

TH: South Africa has contributed nothing. India has promised them within the near term.

TH: Harvesting is about monthly.

EM: The Implementation Committee is undertaking Certification issue. PS will help.

EF: A wonderful service and thankful for OCLC support, as well as VTLS and Sirus.

Standards (Hickey)

TH: There is a list of what is needed. This afternoon he will gather proposals for the board. ID's need to be resolved. Subject IDs is an interest. Levels of degree really should get done— wording is an issue as is consensus. ETD-MS revisions needed. Rolls proposal from Germany. Need to discuss who's in charge of these. PDF-A should be addressed. These are the main areas for standardization that TH is aware of. Several of these are within our grasp. We can't say whether people will actually use them. ETD-MS is heavily used, around 90% one year ago.

EF: After all the committee meetings we need to ratify decisions from Committees. The Board should meet from 3:30-4:30 for wrap up.

GMc: JL volunteered to take minutes if the NDLTD Secretary is not present because she is part of the orientation to ETDs for institutions with new initiatives.

WC: Will try to participate.



Plan for after-lunch Board meeting

1:30-2:15

Standards/Google/Union Catalog is one group meeting.
Membership/Finance/Development/PR: will also meet together.

2:15-3 pm

Membership/finance
Awards: next door to Buckingham Room
Implementation/Standards/Google/Union Catalog Buckingham Room

Membership (Van de Velde)

Database needs to be straightened out. Over the next few months he will compile all the information he can and will contact whomever he can. Will attempt 10-20 per day emails, phone calls, and support from others. Invoices out by end of July and may take a few more months to get everything wrapped up.

EF: Knowing fiscal year for each member institution would be good.

EV: Membership levels outlined in the Bylaws are:

- Universities
- Consortia
- Supporting organizations
- Individual members

SA: Individual institutions can join in addition to their consortia.

EV: We don't have associate members since the Bylaws were enacted. We need this status for those who can't pay.

EF: We need to rework this part of the NDLTD so that it functions well and is sustainable. More effort is needed. Crucial for survival.

EV: Updating membership list, sending invoices, membership listserv, awards initiatives, collaborate with PR, etc. He'll report back when there is something to report. He is making a personal, individual commitment to put info into a database maintained at VT.

EF: Goals to expand membership are also important.

Public Relations (Allard)

- Add: Web site – Lippincott
- Add: Conflict of Interest Policy (and with Awards)

Adobe was going to support one of her students. Talking to Glen back in April. She needs a small amount of funding to support a student to help. Media plan would have been reusable. She has drafted a plan, e.g., contacting membership resource needed. Press Releases are good but individual at a publication/local is more productive. This needs to be more personal than putting it on a web site.



First timers are story leads. Adobe was interested in how ETDs lead into institutional repositories. This is also an interest of *CHE*. Success stories are of interest.

What happened to the Experts Database? Who is willing to talk to the press if there is an issue?

JL: Emphasize (in addition to useful ongoing news): first timers who are looking for answers.

How would an institution find x? How could an institution do y? Show the NDLTD website is useful to the membership.

EM: Agreed. Show the advantages of being a member of the NDLTD. People ask, “Why should I or my institution be a member? [BoD agreed that they are often asked this.] E.g., recommends using standards. Keep web information up-to-date.

SA: Stories (including substance) about benefits, standards, successes. We don’t have a clear way of saying why ETDs are important to an institutional initiative.

AP: Contact people at the regional level. Outside the US, regional groups are very important to local institutions establishing ETD programs.

SA: Separate PR from support of ETD initiatives.

EF: 2 themes for PR: (1) clear articulation of benefits: union catalog, conference, discussion through listserv, standards, whole notion of information advocacy for ETDs worldwide. (2) We need an advocate for new members, like John Hagen. Nurture and help new members.

SR: Sirius request for email addresses of conference attendees.

JL: No. We don’t have permission from attendees.

EF: Future conferences should include this option at time of registration.

EV: This would be a benefit for sponsors.

EF: Standards and Union Catalog discussion follow-up: working with Google. General support, but a mixed bag. Technical issue: Google wants metadata but really the full content in a single document. Most members can’t or won’t. To comply NDLTD needs a partner to do this.

GMc: We can’t change what the authors intended; i.e., multiple or single files.

JM: What Google is asking for is reasonable. Many NDLTD members don’t show up in Union Catalog record. We could make this recommendation for future members.

EF: Sirius is doing this already. The bigger question is whether we want to become more visible and provide additional services, rather than be behind the scenes.

EV: What is done for one should be done for others.

Other Reports—Planned to be given but time ran out

Adobe (?)

ProQuest (McLean)

Google (? for Chachra)



ETD-DB (McMillan)
CNI (Lippincott)

NDLTD Board Minutes: The Board reconvened at 3:45 PM.

Present: Thom Hickey, Shalini Urs, Hussein Suleman, Joan Lippincott (note taker), Ed Fox, Julia Blixrud, Susan Copeland, Scott Eldredge, Eric Van de Velde, Jude Edminster, Christine Jewell, Joe Moxley, Peter Schirmbacher, and (William Clark of Ohio State by phone).

Ed asked for reports from the committee meetings that were just completed.

Awards Committee: (Jude) Want to do PR through higher education publications, and Jude is asking the Board members for titles and publishers for contact information for any publications we think would be good outlets for publicity for the awards. Some suggested changes were collapsing the two categories of awards into one "open" award category. Also they suggest changing the guidelines so that there will be no restriction on the time period for how the dissertation has impacted the author's career. They suggest only 3 awards and making the award amount higher for each.

Membership: (Eric) Since the Bylaws do not include a category for Associate members, we will create a group called "Affiliates" so that we can keep former members on the list while we recruit them for paid membership. Ed asked that we remove the old instructions on how to join NDLTD and replace them with current information. The committee suggests doing a membership drive. We have an issue with the administration of a single, central database, maintained at Virginia Tech on membership information. The committee believes this function would benefit from dedicated, paid staff. Ed asked for a template for new members and Eric agreed to do it but then would hand it off for ongoing maintenance. Scott agreed to provide a separate page when the invoice is sent asking institutions to update their information for the database. Ed says that Virginia Tech will run the system but would not be able to prod people for payment. Ed asked for a scheme or clear process by which the information will be interrelated and maintained. Scott and possibly others (like conference coordinators) would also need access to the system so he could update it with financial information. Eric will coordinate finding a system/software package. Eric mentioned that we suggested providing an incentive for the conference host to handle NDLTD memberships along with conference registrations. We discussed various ways to incent membership, through lower membership fees, lower conference fees, or fees to the conference organizer. Hussein asked about how long we would keep the affiliates and Eric replied that after a few years of a regular invoicing process, they should be removed. Eva said that she will try to re-do the conference budget to accommodate a reduced fee for members. In terms of membership recruitment, we will recruit consortia and Julia volunteered to create a US list and other Board members will be approached. Susie will be asked to prepare a PDF of a membership brochure, to appear on the website, for use in promotion of membership. The Board accepted the set of recommendations from the Membership Committee.



Discussed an update to the ETD MS metadata standard, including getting the name space right. Ana will come with a proposal for creating degree levels. Thom hopes to have some proposals in a few months. Will also look at ways to get rights language in the metadata. The committee discussion endorsed the proposal made in a memo by Vinod to work with Google. Thom is also going to approach Elsevier to see how the repository can be improved. How members of NDLTD can make accessible their collections to allow search engines to provide better access to them. This also has a relationship to the certification of repositories.

Implementation (Joe): John Hagen is the new chair. We reviewed some sections of a proposed FAQ. We discussed using a wiki for the FAQ and other information. Peter reviewed his paper on NDLTD certificate, which they will change to NDLTD Guide to Good Practice. We talked about putting the ETD Guide into the repository and using the wiki as the basis for a new, updated edition. This would allow people to add new information. Ed noted that this implied that the NDLTD repository should include more than conference presentations. Ed reminded us that we should include all the language versions in the repository. Committee members expressed concern that sometimes volunteer efforts don't come to fruition. Joe said that he thought we should put some money into graduate school assistants which led to a discussion of what the money NDLTD collects should be spent on. Ed suggested that we provide a commission (10%) for students that bring in new members, including someone with a PR background. Thom suggested we table this discussion until the next Board meeting. Ed asked if we could have a comment window in the institutional repository so that people could request updates.

Susie joined the group at 4:30 PM.

Joan mentioned the forthcoming publication of an EDUCAUSE ECAR Bulletin, "Institutional Strategies and Policies for Electronic Theses and Dissertations" to be published online on June 20, 2006. It will be freely available.

Changes in committee chairs:

Eric will be chair of the Membership Committee.

John Hagen will chair the Implementation Committee.

Thom Hickey will find a co-chair for the Standards Committee who might become the next chair.

Joan will get back to the Board with some suggested dates for a Board meeting in DC in early Decembers. She also suggested that we use Skype (a voice over IP telephone system) for those who will call in and Ed suggested that it be tested in advance.

Meeting was adjourned at 4:40 PM.