Digital POWRR
Preserving digital Objects With Restricted Resources
MEETING MINUTES

Date: Monday, July 30, 2013
Time: 9 – 10am
Place of Meeting: Founders Library 409
Attendees: Aaisha, Meg, Patrice, Jeff, Lynne, Drew, Stacey, Nathan, Jaime, Sarah

- Yay technical difficulties! They are running rampant this morning!
- Invitation to Senator Biss
  - We have authorization from the Provost to invite him during Open Access week.
- Evaluative Plan
  - What the IMLS requested
    - We should be spending 30% of our budget and we should have hired the evaluator first thing…nope.
  - What we delivered
    - We have used our advisory board as our formative evaluation.
    - The document we have describes what our summative evaluation will look like.
  - Going forward
    - We need to add some evaluation that is not self-reported data…
    - What do we consider digital preservation skills vs digital preservation knowledge?
    - We need to define confidence.
    - Spend more time on this at our next Face to Face?
    - Organize a 'committee of visitors' to do an evaluation, choose three of our advisory board members.
    - Are some surveys already available for this purpose? ICPSR tutorial??
      - We may ask people to check off what training they have been through
      - We may require that someone has to do the ICPSR workshop before they are allowed to sign up.
    - We don't need to reach out to every participant, a sampling should be satisfactory when it comes to the surveys.
- MAC Panel (Workshop??) Discussion – Meg
  - Thinking about the Metadata aspect…anyone used Curator's Workbench?
  - The instructions for CW drive Meg crazy…and it might be a little overkill. An opinion about metadata on the panel/workshop would be helpful.
  - It is okay for us to have other people on our panel than our team members? Yeah we think that would be a good thing and increase our likely hood to be accepted.
  - Who will be submitting this proposal, and who is supporting it?
  - Jeff is on board, but doesn't feel comfortable acting as the lead.
  - Patrice is submitting a panel discussion proposal via the DEPOT team
  - Meg will act as lead submitter, Jeff and possibly Aaisha - act as supports

- o We may not be able to cover the expenses for Gayle to attend, we may want to use Matthew Short from NIU if we discover we or CSU cannot cover Gayle's expenses.
  - o Keep contacting the attendees of the workshop in mind for our evaluative purposes.
- Dissemination Phase – Planning & Communication
  - o Do we need help crafting the message for the publications? This may not be plausible. Maybe just what form of message is good for what publication? Maybe we can just pull together as a group to figure out best options.
  - o Focusing on crafting a "National Message", the external overall plan, not worrying about content
  - o Suggestions from Katherine Skinner
    - ▪ Possibly consulting with Robin Dale about getting the workshop put together via Katherine Skinners suggestion while Jaime and Stacey were in D.C.
  - o Consulting – Scope of Work?
    - ▪ Jaime will work on a scope of work for the dissemination phase.
    - ▪ Elements of the national message?
      - Levels of digital preservation (A Climate of Progress)
      - Getting the process started
      - Here is some scaffolding for doing these things
      - Here are some ways to make your case
      - Here is what we think about some of the tools/services
- MetaArchive
  - o Pilot change
    - ▪ MetaArchive does not allow people who are not members to upload into the system.
  - o Creating a framework for a Collaborative Membership – Move forward?
    - ▪ We (at NIU) have not started testing yet because we were working on the evaluative plan.
    - ▪ What if we use some of the consulting money to help create a framework for forming a collaborative group? (This plan does not have to be specific to MetaArchive, but we can and then make it "vanilla" afterwards)
      - Possibly reach out to Dwayne Butler (via Katherine Skinner's recommendation) (Jaime will reach out)
      - Our goal is to remove as many barriers as possible. And also show that this is a group effort.
      - Our working relationships with one another is something that we leverage all the time, and this deserves a blog post…explaining how we do this and how it affects our decisions.
        - o Meg's concern about public versus private and sharing things like programmers…how do we share employees??
        - o Needs to be in the beginning understanding that employees from various institutions will be helping each other. And that we are all benefitting by helping each other. Maybe

even talk to other consortium about how they handle this process.

- Internal Communication Plan
    - We will come back to this at a different time.
- Updates
    - Testing
        - CSU is still pulling together items
        - Jeff will talk to Linda this afternoon about the testing phase progress
        - Patrice has run Curator's Workbench, Archivematica has given him some trouble with the virtual box.
        - Meg was having some issues with Curator's workbench and point to metadata. (Patrice says there may be a choice)
    - Case Studies
        - We will come back again to this another time.
- Carissa with DuraCloud wants to know if we could have a refresher course on the training…?
    - Are we interested? It seems yes that we would benefit from this.
    - We will send out a doodle so please when you receive this message forward it to those people at your institution that will be doing that testing.
- Next Meeting/Dates
    - Earlier we get things on the calendar…the better.
    - MAC - Workshop would be on 23rd of April conference starts 24th goes to 26th in Kansas City.