**BCOEL Steering Committee Meeting Agenda**

June 15, 2020 1-2pm via Zoom

**In attendance:** Ali de Haan, Brenda Smith, Caroline Daniels, Chris Reimer, Debra Flewelling, Donna Langille, Elena Kuzmina, Hope Power, Karen Meijer-Klein, Lin Brander (Chair), Lindsay Tripp (minutes), Martin Warkentin, Melissa Smith, Mia Clarkson, Michel Castagné, Roen Janyk, Rosario Passos.

**Regrets:** Erin Fields, Reba Ouimet

**Agenda**

1. **Agenda: Changes and Additions**
   * There were no changes or additions to the agenda.
2. **Approval of the May 25 Meeting Minutes**
   * The minutes were approved as circulated.
3. **BCOEL Going Forward, Details**
   * Lin and Lindsay prepared a [Google Doc](https://docs.google.com/document/d/1_CzR2moJJRJNIP7SRpeK5945S4ExVnlW5rdvM5HUtCs/edit) outlining the priorities identified in the previous two meetings and filled in the names of those who had already volunteered to lead various activities and projects. Three priorities do not currently have volunteers: The Open Access Week and Open Education Week events, and place/process for sharing openly-licensed materials created by BCOEL members.
   * Elena volunteered to serve as lead for the Open Access Week event planning team.
   * The group agreed that members would add activities such as conference/webinar presentations, participation on advisory committees – things that are open ed work beyond what we do at our own institutions.
   * **Action:** Steering Committee members are invited to review the document and sign up to assist with one or more of the priorities.
   * **Update:** Since the meeting, all of the priorities now have volunteers. Thanks, everyone!
4. **Sharing Online Instructional Materials**
   * Roen and her colleagues at Okanagan College Library have been discussing the need for more online instructional materials to support students in their new online learning environment. Open education modules are being developed for instructional faculty teaching common courses across B.C. Roen wondered if something similar could be initiated for libraries (for example, short tutorials on how to use popular databases); and, if so, how to best facilitate sharing common content.
   * Lin asked whether this could be part of the priority focused on sharing materials (possibly in OER Commons).
   * The group agreed that this is a great idea, but suggested that the informal B.C. instruction librarians group would be a better fit.
   * **Action:** Hope and Chris belong to the instruction librarians group and will add this item to the agenda for the next meeting (date still TBD).
5. **July/August activity**
   * The group agreed to forego meeting in July and August to give everyone time to recuperate from the last few months. The Open Access (OA) Week event team will meet in late June/early July though to start planning, as mid-October sneaks up quickly.
   * Rosario asked whether SPARC has announced its theme for OA Week 2020. Lindsay checked the SPARC website and the 2019 theme was announced in early June, so this year’s theme should be posted soon.
   * **Action:** Elena will arrange a meeting for the Open Access Week event team. If you have not yet signed up and want to, also send Elena an email to ensure you are included in meeting invites.
   * **Update:** Lindsay emailed SPARC and received confirmation that it has not yet selected an OA Week theme. Planning has been delayed by COVID-19 and SPARC is “particularly keen on making sure the theme is appropriate to the current moment and the circumstances under which libraries will be organizing any OA Week activities.” SPARC staff invited BCOEL to share its ideas regarding a theme and supports for OA Week more broadly.
6. **Round table, time permitting**
   * **Donna (UBC-O), Debra (Douglas), and Martin (UFV)** shared that their institutions applied for BCcampus Open Education Foundation Grants for Institutions
   * **Lindsay (Langara)**.
     + Lindsay thanked BCIT for openly licensing its Open Education Best Practices & Guidelines document. Langara recently adapted the document for its own purposes, adding sections on accessibility, Indigenous heritage materials, and supports from the Bookstore. It is posted on Langara’s [Open Education website](https://langara.libguides.com/open-education/adapt-and-create-open-resources) in PDF and Word format, and licensed under a CC-SA license.
     + Lin added that BCIT created the original document using the [OER Policy Development Tool](http://policy.lumenlearning.com/) that Amanda from BCcampus developed with Daniel DeMarte.
   * **Lin (BCIT).** 
     + Lin will be reviewing open education grant applications over the summer months (the rolling deadlines are June 1, June 29, July 27, and August 24).
     + BCIT’s VP Academic has mentioned OER in two institutional updates since the quick pivot to online instruction in March. It’s heartening to see support for open coming from senior leadership.
   * **Hope (SFU).** SFU Library has a work experience student over the summer semester. The student will be conducting an open education survey and the group agreed that it should be circulated on the wider BCOEL listserv.
   * **Brenda (TRU).** TRU’s main library continues to prepare for its big move and Brenda has been weeding the collection remotely.
   * **The group concluded by thanking Lin for her amazing leadership as BCOEL Chair over the past year. Thank you, Lin!**

**Lin adjourned the meeting at 1:42pm.**