**BCOEL Steering Committee Meeting Minutes**

January 16, 2023 [via Jitsi](https://meet.jit.si/BCOEL)

Attendance: Ali de Haan, Amanda Grey, Brenda Smith, Darcye Lovsin (chair), Debra Flewelling, Elena Kuzmina, Gavin Hayes, Ian Linkletter, Karen Meijer Klein, Lindsay Tripp (minutes), Reba Ouimet, Roen Janyk,

Regrets:

**Meeting Agenda**

1. **Welcome** 
   * Darcye called the meeting to order at 1:01pm.
2. **Agenda: Changes and additions**
   * No additions to the agenda.
3. **Approval of the December 2022 meeting minutes**
   * The meeting minutes were approved as distributed.
4. **Which PSIs have ZTCs? (IL)**
   * The ZTC event is scheduled for March 10, 2023 from 10-11:30am (online). Title: “Finding the free path: Making ZTC courses visible.”
   * It will be a panel discussion with a focus on the why instructors are choosing the ZTC model and the importance of ZTCs.
   * The organizers are seeking students (and faculty) who could speak to ZTC programs (e.g. how they discovered ZTC offerings). Those interested in speaking can reach out to Ian directly. Speakers will receive a $100 honorarium.
   * Action: BCOEL members will reach out to their communities to see if they can recruit additional speakers for the panel discussion.
5. **Digital Literacy: Call for Evaluators – closes January 18** (DL)
   * Darcye has signed on to be a co-lead of this BCcampus project. The project team is developing a rubric and will be seeking individuals to review open digital literacy content. The collection is currently 80-100 documents. The organizers expect this will take approximately 14-hours (a combination of orientation, and small group and individual work). Evaluators will be provided with a $500 honorarium.
6. **BCOEL anniversary? (DL)**
   * Leva Lee (BCcampus) is wondering when BCOEL was created and if the group would be amenable to organizing a 10-year anniversary event. The oldest document on the website is from December 2013.
   * Action: Debra will check her records to see when the first event was hosted at Douglas.
7. **Roundtable** 
   * DF – UN SDG Week. Timeline for partner collaborations is provided at <https://sustain.ubc.ca/sdg-week-canada>
     + AG – KPU’s Open Education Office is reaching out to KPU’s previous UN SDG fellows to give a short presentation on their projects. Another group at Kwantlen with an interest in the UN SDGs also organizes events.
   * EK – BCcampus' adoption table doesn’t really work for VCC. For example, a resource adopted in 2016 may no longer be in use. She has put a message on the website (e.g. “If you don’t see your open textbook listed on the website, please reach out”) and connected with department chairs.
     + LT – suggested reaching out to the VCC Bookstore to see if they have a master list of textbook adoptions. Langara’s bookstore provides a master list that includes OER.
     + DF – follows up with faculty where no textbook is listed to see what faculty are using.
     + AG - it is worked into the ZTC process. Prior to a semester, the Open Education Office gets a master list from Banner. They reach out to faculty via email with a link to a form to see what OER they are using. The form is not always complete, but it at least provides some data.
   * BS – has been acting as a Systems Librarian. A term librarian has been assigned to help Brenda with open education activities.
   * EK – VIU has a list of open education resources and e-resources. They are presented as ‘free’ resources to students. What do other institutions do?
     + RJ – OC maintains a list of e-textbooks. They are included in the [reading list tool](https://rl.ca.talis.com/3/okanagan/lists/6C1001DF-7A93-1E36-9BA4-71798E3DDCCD.html?lang=en-ca) Talis Aspire. They have started adding open textbooks to the list. Usage has been good, especially when the primary textbook is expensive. OC has a dedicated annual fund of $15,000 for e-textbooks. This sometimes entails purchasing multiple copies (e.g. 3 copies of a textbook that allows for 3 simultaneous users) and monitoring turn-aways. However, many academic publishers do not sell to libraries.
     + DF highlighted [UVic’s e-textbook list](https://onlineacademiccommunity.uvic.ca/openedresources/uvic/etextbooks/).
     + DL – JIBC purchases some e-textbooks, but these are usually monographs that are being used in a course rather than introductory textbooks (where publishers tend not to sell to libraries).
     + RJ – a single list of e-textbooks tends to be an easier push.
   * LT – Open Langara has received a $10,000 grant that must be used before the end of the current fiscal. The primary permissible expense within the College’s accounting procedures is student work hours. It takes time to hire, train, etc. so spending money quickly can be difficult. She asked the group for ideas.
     + EK – VCC allocated a grant to faculty (i.e. The English department project used the funds to top up a part-time instructor to do the work).
     + DL – JIBC creates a new position for employees who take on additional work for the institution in addition to their regular duties (e.g. imarking capstone projects in addition to librarian duties). The position comes with a separate employee number for tax purposes.
8. **Adjournment** 
   * Darcye adjourned the meeting at 1:52pm.