**BCOEL Steering Committee Meeting Minutes**

December 12th 1:00-2:00pm [via Jitsi](https://meet.jit.si/BCOEL)

Attendance: Darcye Lovsin, Amanda Grey, Ian Linkletter, Elizabeth Johnston (UCW), Janelle Sztuhar (UFV), Elena Kuzmina, Ali de Haan

Regrets: Karen Meijer-Kline

**Meeting Agenda**

1. **Welcome**

* **New Member: Elizabeth Johnston** who is replacing Gavin Hayes doing open ed work at UCW

1. **Agenda: Changes and additions**
   * None

1. **Approval of the November meeting minutes**
   * Approved by consensus

1. **Listserv – Emails going to junk folder**
   * Issue has been happening for other steering committee members. We are working with BCcampus to see how we can fix it. If you have anything to send to the listserv and are worried about it going through, send an email to Darcye, Amanda, or Debra and we will make sure it gets sent out to the full committee.

1. **BCOEL Minutes and BCcampus Newsletter**
   * Lauri from BCcampus is wondering if she can put a note in the BCcampus Newsletter saying that our meeting minutes are available on the website.
   * Informal vote to see if everyone was okay with this – approved.
   * If there are any comments in the minutes that we don’t want shared past this group, say this before speaking and AG will strike it from the minutes.

1. **BCcampus Digital Literacy - Call for Open Content & Call for Evaluators**
   * Deadline has been extended
   * Next step will be a call for evaluators to make sure core competencies are met. Honorariums may be given out for volunteers. Roughly 14-20hrs through Jan-March.
   * **DL will pass on the Call for Evaluators to the steering committee to make sure that we are all aware.**
   * Original call did not mention honorariums, currently honorariums might only be available for evaluators because they don’t have the budget to also give to creators. Some submissions weren’t even from the creators themselves, which might make things messy and difficult to pay out honorariums.

1. **Open Ed Week Event Update**
   * Event about ZTC during Open Ed Week. Tentative date is March 10 (Fri) at 10am.
   * Panel event on why we should be marking ZTC courses, as well as how and pitfalls.
   * Looking for a variety of voices, planning committee will be reaching out asking for participants.
   * **Planning Committee will be asking if there are any conflicting events.**
2. **Roundtable**
   * JS – talked to open ed committee and heard from Faculty that March is too busy for anyone to participate in OE Week. So UFV has already decided not to host anything themselves but are happy to promote. They are hoping to get student/faculty pairs giving testimonials and plan an event May/June.
   * JS – submitted a lightning talk proposal for the Open Education Talks about student engagement.
   * JS – is finished covering for Martin at end of December, but hopes to still be involved in the future
   * AG – have been having some issues extending/hiring OE Assistants to provide Pressbooks support (issue is with Taleo system), so will be looking at their whole system of interdepartmental PB support (T&L and Library) and come up with a better system for assigning PB projects to assistants, outlining PB tasks, etc.
   * DL – has finished their BCcampus Sustainability Grant.
   * EK – working on tracking OER adoptions at the department level
3. **Adjournment**
   * 1:45pm