**BCOEL Steering Committee Meeting**

May 11, 2020 1pm-2pm via Zoom

**In attendance:** Ali de Haan, Brenda Smith, Caroline Daniels, Darcye Lovsin, Debra Flewelling, Donna Langille, Elena Kuzmina, Erin Fields, Hope Power, Lin Brander (Chair), Lindsay Tripp (minutes), Roen Janyk, Martin Warkentin, Melissa Smith, Michel Castagné

**Regrets:** Karen Meijer-Klein

**Agenda**

1. **Agenda – Changes and Additions**

* Lin welcomed Roen Janyk, Web Services Librarian at Okanagan College, to the Steering Committee.
* There were no changes or additions to the agenda.

1. **April Minutes Approval**
   * Lindsay circulated the revised minutes from the April meeting earlier today. There were no further revisions.
2. **Incoming Chair-Elect**

* This position is a two-year commitment. During the first year (September 2020-August 2021), the incumbent serves as Chair-Elect. The Chair-Elect’s primary responsibilities are recording meeting minutes, collaborating with the Chair, and running meetings in the Chair’s absence. During the second year (September 2021-August 2022), the incumbent serves as Chair. The Chair’s primary responsibilities are organizing and running monthly meetings, setting and furthering priorities in collaboration with members of the Steering Committee, and liaising with our partner, BCcampus.
* Donna volunteered to serve as Chair-Elect and was appointed by acclamation (with the caveat that she is currently working on a contract with UBC-O and her circumstances may change). Thank you, Donna!
* No further suggestions for changing the structure.

1. **BCOEL Going Forward, Part 1**

BCOEL and the local open education community more broadly have evolved significantly since the group was first formed. As such, Lin asked the group for feedback about BCOEL’s priorities for the next 1-2 years and presented these initial ideas:

**Information sharing (through meetings, listservs)**

* Many agreed that this is one of the group’s greatest success stories. Open education is still a relatively new field and funding for open education initiatives varies widely across institutions. A number of people shared how the group helped them hit the ground running in a new position or make the most of limited resources at their home institution.

**Keeping listservs and websites up-to-date; have institutional contacts at all BC post-secondaries.**

* Thanks to Debra for maintaining the listserv and to Darcye for updating our websites.

**Joint event planning.**

* Co-hosting open education events has been another area of success for BCOEL. In past, local post-secondary institutions have partnered on two events annually: One for Open Access Week (October) and another for Open Education Week (March). In past, a member of the Steering Committee has volunteered to serve as the event lead, with rotating responsibility.
* Lin noted that, as interest in open education continues to grow, we might consider hosting events outside of the lower mainland. In light of the current restrictions on large group gatherings, Caroline suggested we consider offering online programming in Fall. Brenda added that many institutions are implementing budget cuts, so remote offerings that eliminate travel costs will be welcome by many. Roen is located in the Interior and frequently attends online events; she still finds these extremely valuable, even without the element of in-person connection. This new programming model could persist past the COVID-19 era.

**Mentoring within the group.**

* Lin pitched the idea of an informal mentorship program. Members with extensive open education experience would be paired with those who are new to the field (possibly for a one-year term). The group expressed enthusiastic support for the idea.
* Donna mentioned that a one-on-one relationship might relieve some of the anxiety of reaching out, adding that the informal mentorship she has received from BCOEL to date has been extremely helpful. Darcye seconded this. In her experience, these relationships create space to ask questions that one might otherwise feel are too small or silly.

**Sharing materials on the BCOEL site.**

* Some members of the Steering Committee have rightfully note that, as open education practitioners and advocates, we should be giving the materials we create open licenses and sharing them freely with others. Past conversations on the topic stalled around how to best achieve this end (for example, linking to an institutional websites vs. individual members’ presentations).
* Erin suggested that we create a BCOEL group within OER Commons. This would allow anyone within the group to upload content and add simple metadata. With this approach, workload is dispersed (everyone is responsible for their own institution) and content is searchable. Employment status (faculty vs. staff member) does impact whether one is able to share their intellectual property under a CC license. Whatever the method of sharing, it should not be onerous. It could even be a curated list of links on the BCOEL site (with some work dedicated to categorization).

**Additional suggestion: Lobbying.**

* Elena shared that VCC’s funding for open education initiatives has run out, but the push for instructors to adopt open textbooks is still strong. Without incentives like release time, it is difficult to entice faculty to develop OER. She wondered if BCOEL could play a part in lobbying the provincial government to release more funding for open education efforts.
* Erin currently serves as CARL’s Visiting Open Education Officer. CARL has identified open education as a speaking point for Hill Day, during which CARL meets with a number of government officials. BCOEL could consider signing on to the open education proposals that CARL ultimately puts forward for lobbying.
* Lin added that BCOEL started as a BCcampus committee. While we are more independent now, we still have a close working relationship with the organization. One or two of our members could work with BCcampus around lobbying.
* Roen shared that Okanagan College was preparing a proposal for a BCcampus grant prior to the pandemic. However, these grants require matching funds from the institution and spending for non-essentials has all but stopped on most campuses. Since March, BCcampus’ efforts have been focused on education and outreach related to the quick pivot to fully online instruction. As such, they may not be fully aware of the financial impact COVID-19 has had on colleges and universities. Elena added that the requirement to put an individual name to a grant proposal can also be problematic (with departmental projects, contributors can shift from semester to semester).

**Action:** Erin will communicate developments with CARL’s work to the BCOEL Steering Committee.

**Action:** Caroline and Lin will follow up with Lauri and Amanda at BCcampus to see if requirements around matching funds from institutions can be loosened during the period of economic downturn and recovery.

1. **Round Table**

* **Caroline (KPU)**
  + The quick pivot to fully online instruction has provided a great marketing opportunity for the university’s ZTC offerings. Rajiv has been appointed as the university’s Acting VP, Teaching and Learning. More administrative open education tasks have fallen to Karen and Caroline, but the university is in the process of hiring an open education support person (reporting directly to Rajiv).
  + KPU is working on a project related to reporting open textbook adoptions; she will report back once its complete.
  + Caroline added that we as a group previously discussed sharing publishing and open textbook workflows. Although they are institutional specific, these could be OER Commons categories. Roen added that workflows for tracking open textbook adoptions would also be helpful.
  + **Lindsay (Langara)** shared that an instructor in Langara’s School of Management received a $15,000 grant to develop an open textbook for digital marketing with accompanying ancillary resources. It will incorporate universal design for learning principles, media, and interactive learning objects. Work on the project will commence in the coming weeks.
  + **Brenda (TRU)** shared that the university is currently preparing to move its main library to the House of Learning. Otherwise, things are ticking along smoothly, thanks to the university’s robust Open Learning unit.
  + **Elena (VCC)** shared that VCC Trades is interested in developing videos for barbering in collaboration with VIU.

1. **Concluding Remarks and Adjournment**
   * Lin concluded by inviting everyone to step away and think about what is working well for the group and what could be improved. What distinctions do we want to draw between the Listserv and the Steering Committee (the latter was originally envisioned as a working group, by which ground level work is accomplished)?
   * Caroline noted that what members can contribute to the Steering Committee may change depending on our regular roles. Lin suggested that other commitments could serve as contributions to the group (for example, Erin information sharing between BCOEL and CARL.) Perhaps a ‘lead’ model makes more sense than the current working group model (i.e. listserv lead, website lead.)
   * Lin adjourned the meeting at 1:54pm. The second half of the meeting is scheduled for May 25 from 1pm-2pm via Zoom.