**BCOEL Steering Committee Meeting Agenda**

May 25, 2020 1-2pm via Zoom

**In attendance:** Ali de Haan, Brenda Smith, Caroline Daniels, Chris Reimer, Debra Flewelling, Donna Langille, Erin Fields, Karen Meijer-Klein, Lin Brander (Chair), Lindsay Tripp (minutes), Reba Ouimet, Martin Warkentin, Michel Castagné

**Regrets:** Darcye Lovsin, Elena Kuzmina, Hope Power, Roen Janyk, Rosario Passos, Melissa Smith

**Agenda**

1. **Agenda: Changes and Additions**
   * Lin congratulated Debra on her Award for Excellence in Open Education from BCcampus. Debra thanked Brenda, Leva Lee (BCcampus), and Jennifer Kirkey (Instructor, Douglas College) for nominating her. Congratulations on your well-deserved award, Debra!
   * Lin reminded members of the Steering Committee that Erin is presenting this Wednesday (May 28), as part of BCcampus’ open education research webinar series. Her presentation will discuss findings from a case study on the intersections of open pedagogy and critical information literacy she conduced during her term as a Research and Advocacy Fellow with BCcampus. She also recently gave a webinar entitled “Discoverability and Sharing Open Educational Resources” for CARL and will share the link via the BCOEL listserv once it is available.
   * There were no changes or additions to the agenda.
2. **BCOEL Going Forward: Part 2**

**Finalize priorities based on May 11 discussion.**

* + Lin reviewed the priorities the Steering Committee identified during the last meeting:
    1. Maintaining the BCOEL website, listserv, and institutional contacts list
    2. Information sharing (via meetings, listserv)
    3. Joint event planning (Open Access Week and Open Education Week)
    4. Formation of a one-to-one mentorship program within BCOEL
    5. Sharing materials on a BCOEL site within OER Commons
    6. Open education advocacy/lobbying

Lin asked for further suggestions from members of the Steering Committee, but there were none.

**Determine how to achieve these goals/activities.**

* + In regards to BCOEL’s current structure, there was consensus that Steering Committee membership should require some participation (while the listserv allows for observation). In order to maintain momentum and keep pace with changes in the field, the group needs structure but the current working group model has not been wholly successful. Lin suggested a hybrid model, with designated leads for various duties. The leads can reach out to the group for support as needed (i.e. around event planning, which can be labour intensive). Erin supported the hybrid model, adding that the new structure should include a community of practice element.
  + The Professional Development working group piloted the ‘lead’ model over the past year and it generally ran smoothly, though Martin noted that it can sometimes be challenging to recruit assistance during busy times in the academic year. Erin added that funding from institutions is shrinking or disappearing totally; as such, BCOEL may need to rethink the way it offers professional development opportunities. Lin noted that the 2020 Open Education Week event at Capilano University, which featured shorter presentations by numerous speakers from the open education community (versus a single long keynote) worked well.
  + The new model should also acknowledge ‘in kind’ contributions (e.g. the Chair/Incoming Chair roles, participation in CARL’s Open Education Working Group, fellowships with BCcampus or CARL). The call for expressions of interest for CARL’s Open Education Working Group closed on May 22. Caroline, Hope, and Erin currently belong to the group. Erin is the outgoing Visiting Program Officer and will continue to participate for continuity. Caroline is also continuing on with the group.
  + Lin asked if anyone was interested in serving as lead for the outlined priorities:
    1. Debra (listserv), Darcye (website), and Brenda (institutional contacts) agreed to continue overseeing these important housekeeping duties.
    2. Brenda and Debra also agreed to serve as leads for the mentorship program, since it dovetails with their current duties. They are often the first point of contact for those who are new to the group.
    3. Lindsay volunteered to serve as liaison to BCcampus, as incoming Chair. It was agreed that advocacy/lobbying efforts are best achieved collaboratively through this long-standing partnership. Erin and Caroline will continue to share information about CARL’s activities with BCOEL, including opportunities to come together on advocacy and lobbying efforts.
  + **Action:** The two outstanding priorities are event planning (Open Access Week in October and Open Education Week in March) and sharing materials. Lin and Lindsay will prepare a Google Doc outlining BCOEL priorities. Members of the Steering Committee will be invited to sign up as co/leads.
  + **Action:** Lindsay will follow up with BCLA to see if it has plans to host the spin-off session from BCOEL’s *Can We Decolonize Open?* event that was accepted for the 2020 BC Library Conference.

**Future Meetings**

* In past BCOEL has been quiet over the summer months. However, the group agreed to meet once more in June to identify first steps for potential project work over summer and into fall (Open Access Week in October being the most pressing item).
* In regards to frequency of meetings during the coming year, the group agreed to continue with monthly meetings (with December, July, and August being potential hiatus months). This facilitates information sharing, particularly around pinnacle times in the year (e.g. grant application deadlines). The group also prefers to continue with a standing meeting time (Mondays at 1pm-2pm), rather than coordinating dates via a Doodle poll.
* **Action:** Lin will arrange a June meeting.
* **Action:** Lindsay will select dates and send invites for the 2020/2021 meetings.

1. **Round Table, Time Permitting**
   * **Lin (BCIT)**
     1. BCIT is offering Open Education Grants with rolling application deadlines over the summer months. This allows for some comparison between applications, but also gives faculty the option to apply when they are ready.
     2. BCIT is also piloting a publishing program. The Library will compile instructors’ digital teaching materials in Pressbooks and publish the work under a Creative Commons license. The first project is a Mechanical Engineering text with many formulas. Seven full-time circulation staff have been recruited to assist with the project. Lin is leading the training, which includes foundational information about open education and self-paced Pressbooks training. Staff assisting with the project are invited to guide workflow and selection of project management tools.
   * **Martin (UFV).** UFV has hired a Teaching and Learning Specialist, Claire Hay, whose responsibilities include open education/OER. She is also authoring an open textbook herself. After some downtime, open education at UFV seem to be gaining momentum again.
   * **Debra (Douglas)**
     1. Debra is currently working with a faculty member on a BCcampus grant application.
     2. Over the past two years, she has also been assisting Biology instructor Jen Barker with adapting OpenStax Anatomy & Physiology. The text is now listed as one of the options students can choose. She reiterated her desire to learn what open textbooks instructors at other institutions are using (for collaboration purposes), but BCcampus is unable to share that information due to privacy considerations.
   * **Chris (University Canada West).** UCW issued its first Call for Proposals for OER grants and selected one successful recipient. This is a pilot project and the OER group is now identifying institutional processes and workflows (i.e. transferring funds to the faculty member through Finance). The OER group will soon meet for the first time in a while, as some members were feeling tapped out by the quick transition to fully online instruction.
   * **Erin (UBC).**
     1. Open UBC offers Rapid Innovation Grants of $1,000. These grants are intended to provide faculty with low-barrier funding to get open education projects off the ground. Open UBC is doubling the amount to $2,000 in September.
     2. Erin is assisting with two open education projects from French, Hispanic & Italian Studies. The projects used public domain texts to create readers with embedded audio files so students can hear terms pronounced by their instructor. She is also assisting an instructor with adapting an Inorganic Chemistry textbook.
     3. Open UBC plans to offer a year-long cohort-based open scholarship certificate program. It will include various streams (e.g. open data, open education, open access). Participants will work on a project of their own to demonstrate their skill set. It will be open to all, not just members of the UBC community.
   * **Lindsay (Langara).** All Langara Art History classes this semester (ten sections) are entirely OER. Open Langara will soon issue a Call for Proposals for its first round of open education grants (three $1,500 grants to be spent by the end of this fiscal).

**Lin adjourned the meeting at 1:58pm.**