**BCOEL Steering Committee Meeting Minutes**

November 23, 2020 1-2pm via Zoom

**In attendance:** Lin Brander, Michel Castagné, Mia Clarkson, Ali de Haan, Caroline Daniels, Debra Flewelling, Donna Langille (notetaker), Darcye Lovsin, Reba Ouimet, Urooj Nizami, Karen Meijer-Klein, Lindsay Tripp (chair), Hope Power, Martin Warkentin, Ksenia Cheinman, Brenda Smith

**Regrets:** Roen Janyk, Erin Fields, Elena Kuzmina, Rosario Passos, Melissa Smith, Chris Reimer

**Agenda**

1. **Welcome**
* Welcome to our newest member, Ksenia Cheinman! Ksenia is the Manager of Research and Strategy for the User Experience Directorate Learning Programs Branch of the Canada School of Public Service. She works for the federal government and one of her projects is an OER repository.
1. **Agenda: Changes and additions**
* No changes or additions.
1. **Approval of the October 19, 2020 meeting minutes**
* Approved with revisions (RevC).
1. **BCOEL 2020/21 Priorities: Updates (team leads)**
* **Open Access Week event debrief (planning team)**
	+ Approximately 90 registered. The event was well received and had above normal attendance for BCcampus events. Event was recorded: <https://bccampus.ca/event/open-access-in-action-tales-from-5-institutions/>
	+ Suggestions for future events include keeping the virtual format and continuing to collaborate with BCcampus.
* **OER Commons repository (Darcye)**
	+ The OER Commons group has been deactivated twice due to inactivity. We need to have at least 4 items to stay activated. Darcye is setting up another meeting with the team to plan for how to collect resources and ingest them in to the OER Commons.
* **Mentorship Program (Brenda and Debra)**
	+ The mentorship program has received 3 applications for mentors and 3 applications for mentees so far; they have all been matched. An email to the BCOEL listserv went out on Friday.
	+ A discussion occurred on how to match mentors/mentees. Suggestions include matching folks based on their interests/experiences, asking mentees how they would like to be matched in the registration form, and adding a question to the form that asks whether or not a mentee would like to be paired with someone in their city.
1. **LaTeX support: Update from BCcampus (Caroline, Lin)**
* Caroline and Lin provided the following updates from their meeting with BCcampus:
* Arianna will work with Caroline to update and complete the LaTeX guide.
* BCcampus Team will look into how we can best use https://pressbooks.community/ to post questions and issues re: LaTeX.
* Arianna will be the “point person” at BCcampus for LaTeX related questions.
* Arianna and Amanda to meet the week of November 23 to discuss the plan for doing the following in the New Year:
	+ - Webinar for 101 LaTeX support with takeaway handouts.
		- Creation of short videos to help with support and respond to “how to” questions.
		- Establishing office hours once a month for 2-3 hours (suggestion 3rd Monday of each month), drop in so folks can ask questions, etc.
* Amanda is going to investigate possibility of centralized support for LaTeX person at BCcampus.
1. **Update on SFU Library's OER strategy development project (Hope)**
* SFU is developing a Library strategy for adopting and supporting open education.
* Hope will be working on it until the end of the spring.
1. **ISKME research grant (Darcye)**
* ISKME (The Institute for the Study of Knowledge Management in Education) three-year research grant for doing research into normalizing metadata across different collections of OER.
1. **Open Education Week**
* Mia is taking the lead on the Open Education week event.
* **Action:** Lindsay will put out a call to see who else is interested in participating on the OE Week planning group and will organize a meeting for everyone to touch base before the holidays.
1. **Round table discussion**
* Douglas College has decided to create a strategic OER initiative committee. What are different kinds of infrastructure to support OE?
* If you have any feedback to contribute, please email Debra.
1. **Adjournment**
* Next meeting: January 18, 2021 1pm-2pm.
* Adjourned at 2:00pm.