

TRU Open Press Advisory Board

Terms of Reference

1. **Introduction.** The TRU Open Press strives to be the publisher of first choice for the TRU community and the employer of first choice for TRU students. We seek to prioritize the publication of scholarship and resources that represent diverse perspectives and embrace localization and Indigenization. We also support the development of open knowledge mobilization and translation and open data strategies. The TRU Open Press Advisory Board is critical to the work of the TRU Open Press and sustaining our core values of openness, access, and equity.
2. **Objectives.** The primary objectives of the Advisory Board are as follows:
 - a. Provide strategic guidance: Advise on the long-term vision, mission, and strategic goals of the TRU Open Press to promote excellence and openness in academic publishing.
 - b. Maintain academic standards: Uphold academic, educational, and editorial standards to ensure the integrity, quality, and credibility of published works. A subcommittee of the Advisory Board will be responsible for project selection for approval by the Board.
 - c. Foster innovation: Encourage the adoption of innovative publishing practices and technologies to enhance the accessibility and impact of scholarly works.
 - d. Promote diversity and inclusion: Support initiatives that promote diverse voices, perspectives, and subjects in academic publishing, ensuring fair representation and inclusivity. The Board will specifically encourage projects that include Indigenization, localization, and accessibility as key central Press priorities.
 - e. Strengthen partnerships: Assist in establishing and maintaining collaborations with academic institutions, organizations, and funding bodies to advance the reach and influence of the press.
 - f. Oversee financial sustainability: Provide advice on financial strategies and resource allocation to ensure the long-term sustainability of the Open Academic Press.
3. **Responsibilities.** The Advisory Board shall:
 - a. Advise on publishing policies: Offer guidance on editorial policies, peer review processes, copyright, and licensing frameworks that align with the press's mission and principles of open access.
 - b. Disseminate and advocate: Act as ambassadors for the TRU Open Press, advocating for open access and engaging with the broader community to raise awareness about the Press's contributions and solicit new projects.
 - c. Provide academic oversight: Oversee the maintenance of academic integrity, ethical standards, and adherence to best practices in scholarly and educational publishing.
 - d. Review strategic plans: Provide feedback on the press's strategic plans and initiatives, ensuring they align with the overall vision and objectives.

- e. Review progress and performance: Regularly evaluate the press's performance against set objectives and key performance indicators (KPIs).
 - f. Support fundraising efforts: Assist in identifying potential funding sources, sponsors, and grants to support the press's activities and projects.
4. **Composition.** The Advisory Board shall be composed of a minimum of 12 members, with the following specifications:
- a. The Advisory Board will be led by a chairperson or two co-chairs. For the period that the Open Press is funded by the Integrated Strategic Planning Fund Grant plus one year, the grant leads (or designates) will serve as co-chairs of the Advisory Board. Thereafter, one chairperson or two co-chairs will be elected from the Advisory Board membership. Students are invited to consider serving as a co-chair alongside a non-student member.
 - b. Advisory Board membership will be selected by invitation of the chairperson or co-chairs in consultation with the TRU Open Press staff and other stakeholder groups.
 - c. Members will serve for two years, renewable with the assent of the chairperson or co-chairs, up to two times. Some board members appointed during the first year of the Press may be asked to serve a three-year term first to stagger appointment schedules. This process can also be used to stagger appointments at any point in the Board's operation.
 - d. The Advisory Board shall include:
 - i. A minimum of two student representatives, appointed by TRUSU.
 - ii. One representative from the Open Education Working Group.
 - iii. One representative (staff or faculty) each from Indigenous Education, Office of the VP-Research, Open Learning, TRU Library, and CELT.
 - iv. A minimum of one teaching faculty member.
 - v. A minimum of one OLFM.
 - vi. One Dean or Director from Open Learning, TRU Library, or CELT.
 - vii. A minimum of one representative from the Kamloops and/or T'Kemlups community.
 - viii. A minimum of one representative external to TRU working in academic publishing.
 - ix. A minimum of one representative external to TRU working in open education.
 - e. Board members are permitted to represent multiple constituent groups.
 - f. Five board members will be elected at the first board meeting of each year to serve as a subcommittee for project selection; one board member will serve as Subcommittee Chair. This group will report to the board at each meeting. Membership of this subcommittee must include student representation.
5. **Meetings.**
- a. The first meeting of the Advisory Board will be held in May 2024. Thereafter, the meetings shall follow the TRU academic year, running September – August.
 - b. The Advisory Board shall meet at least once per academic semester with additional meetings conducted as required. Meetings may be held virtually or in-person with hybrid participation options.

- c. Quorum shall be defined by 50% of active membership + 2.
 - d. Meetings will follow a consensus decision-making process.
 - e. The first meeting of each year will be held after October 1 to accommodate the appointment of TRUSU representatives. This date may be amended as TRUSU processes change.
 - f. The Chairperson shall be responsible for setting the agenda, and the proceedings shall be documented in meeting notes taken by the Press Publication Manager or designate.
 - g. Board members are expected to attend meetings regularly and actively contribute to discussions. Board members will be asked to step down after missing three meetings in a row.
6. **Reporting.** The Board is responsible for preparing and endorsing reports to the following stakeholders on the following schedule. In general, reports should be produced by the chairperson or co-chairs, with the assistance of the TRU Open Press Publication Manager and revised and approved by the Board. Reports should focus on objectives and deliverables in line with the Strategic Priorities. Reports should be presented, where required, by the chairperson or co-chairs or the Publication Manager.
- a. The follow groups will receive twice-yearly reports from the Board:
 - i. Open Education Working Group
 - ii. Senate Teaching and Learning Committee
 - iii. Senate Research Committee
 - iv. TRUSU
 - b. The following groups will receive once-yearly reports from the Board:
 - i. Faculty Councils
 - ii. Senate Academic Planning and Affairs Committee
 - iii. Senate Qelmúcw Affairs Committee
 - iv. International Standing Affairs Committee
 - v. Senate Student Success Committee
7. **Amendments.** The Terms of Reference may be amended with the consent of the Advisory Board and the TRU Open Press leadership, provided that the core objectives and principles of the Advisory Board remain intact.

Endorsement: this working draft of the TRU Open Press Advisory Board Terms of Reference is endorsed by Press Leadership (Marie Bartlett and Brenna Clarke Gray). The final draft will be presented for endorsement by the incoming Advisory Board at the first full meeting of the Press Advisory Board.