Open Press Inaugural Advisory Board Meeting

Summary Notes

October 8, 2024, 1:00 to 2:00 pm, Microsoft Teams

# Attendees

* Dani Collins, Publishing Manager, Open Press - Dcollins@tru.ca
* Marie Bartlett, Instructional Designer at Open Learning, Co-chair at Open Press - mbartlett@tru.ca
* Wei Yan, Faculty, Center for Excellence in Learning and Teaching- wyan@tru.ca
* Brian Lamb, Director Learning Innovations and Technology, Interim Co-chair Open Press– blamb@tru.ca
* Jesse Ritcey, Program Manager, Kamloops Natural Scuba – jesse@naturekamloops.ca
* Michelle Harrison, Instructional Designer & Associate Professor, Open Learning - Mharrison@tru.ca
* Christine Miller, Faculty, University and Employment Preparation - Cmiller@tru.ca
* Brenda Smith, Open Education Librarian – brsmith@tru.ca
* Sukh Matonovich, Director of Student Research and Graduate Studies, Lead for the Research Hub ISP - Smatonovich@tru.ca
* Jamie Drozda, Coordinator of Educational Technologies, Open Learning - Jdrozda@tru.ca
* Greg Vilac, TRUSU Representative & former Co-op Student – gvilac@tru.ca

# Recording

The meeting was recorded for board members unable to attend. The recording is for internal use only and will not be shared widely. We reached quorum (50% of active membership + 2), as there were 11 representatives present at this meeting.

# Welcome and Land Acknowledgment:

* **Marie Bartlett** acknowledged TRU Open Press as grateful visitors on the unceded traditional lands of Tk'emlúps te Secwépemc.
* A new student representative, Greg Vilac, was introduced.
* Marie introduced herself and invited other attendees to briefly introduce themselves as well.

# Agenda and Meeting Minutes Approval

## Agenda:

* + May 27 meeting minutes approval
	+ Publishing Manager’s project report
	+ OP Project Adjudication and Selection Subcommittee
	+ Strategic Goals for the Year
	+ Open Discussion and Questions
	+ Next steps and Closing Remarks
* Jesse Ritcey moved to approve the agenda. Christine Miller seconded.
* Previous meeting minutes were also approved.

**Updates on TRU Open Press Projects**

* Dani Collins provided updates on the status of ongoing projects:
	+ **2023-2024 Projects:** 24 completed; 7 ongoing. Plumbing Apprenticeship Level 2 is expected to complete in January.
	+ **2024-2025 Projects:** 10 of 16 submissions were approved, with 1 more pending review. Content development started in September, although many of the project developers started on content development before the project was approved.
	+ **Indigenous Medicines Project:** Collaboration with Cayoose Creek Band.
	+ **Student Involvement:** Six of the current projects involve students in various roles, including Research Assistants.
* Plans for promotion of these projects are ongoing, including stories of impact and quantitative data collection on OER usage.

**Project Subcommittee Report**

* **Jamie Drozda** discussed the project adjudication process, which went smoothly, using an evaluation rubric provided by Brenna, Marie, and Dani
* Suggestions for improving clarity in project proposals (submission forms) were discussed, including defining end products and timelines.

**Strategic Planning & Funding**

* Discussion on **2026 funding:** Current ISP funding ends in 2026. There’s potential for extension or continuation, depending on unused funds and project completions.
* **Christine Miller** raised the importance of securing ongoing funding or alternative sources post-2026.
* It was suggested to gather and report data on the impact of earlier projects, including those developed under previous grants.

# Promotion and Awareness

* **Jesse Ritcey** proposed creating social media content, such as short videos or excerpts from impact stories to promote OER projects.
* **Greg Vilac** suggested setting up physical spaces, like a booth at Student Street in Old Main, to engage students directly and raise awareness of TRU Open Press.
* **Sukh Matonovich** offered the Research Hub as a space for promoting TRU Open Press projects and events.

# Adjournment

* The meeting concluded with a reminder to share additional thoughts via email.
* Marie and Dani may be in touch with board members to discuss promotion opportunities further.
* Next steps include continuing project development, gathering impact data, and further discussions on sustainability beyond 2026.

# Future Meetings

Meetings are meant to be held each academic term, aiming for the first month of May, September (in this case, October due to availability of members), and January. The next meeting in January will include:

* A status report from the Publication Manager on Fall projects and activities.

# Gratitude and Acknowledgement

Marie expressed her gratitude for the Board members' contributions and involvement.

# Action Items

1. **Data Collection for Impact Reporting**
* **Who:** Dani Collins, Marie Bartlett, Aiko (Co-op Student)
* **What:** Gather quantitative data on OER usage, including historical data from earlier projects funded by OER development grants. Reach out to faculty/ project developers using OER materials to ensure adoption forms are completed.
* **When:** Ongoing, with progress update at the next board meeting.
1. **Promotion of TRU Open Press Projects**
* **Who:** Dani Collins, Aiko, Ananya (Co-op Student), Marketing & Communications (MarCom)
* **What:** Develop promotional content (impact stories, project videos, social media posts) for Open Press projects. Explore using social media platforms like Instagram, Facebook, and LinkedIn to raise awareness.
* **When:** Ongoing, with progress update at the next board meeting.
1. **Physical Presence for Open Press Awareness**
* **Who:** Dani Collins, Sukh Matonovich, Greg Vilac
* **What:** Organize a table or booth in high-traffic areas such as Old Main or the Research Hub to promote Open Press initiatives to students. Display OER project covers and offer in-person engagement opportunities.
* **When:** Organize at least one booth event by the end of the fall term.
1. **Project Proposal Form Improvement**
* **Who:** Dani Collins, Jamie Drozda, Project Subcommittee
* **What:** Review and revise the project submission form to clarify expectations around end products, timelines, and student involvement.
* **When:** Revisions to be completed before the next round of project submissions in January and May.
1. **Archival of OER Editions**
* **Who:** Dani Collins, Brenda Smith (Erin May)
* **What:** Work with TRU Library to explore archiving earlier editions of OER projects and textbooks in the TRU Library’s open space for preservation and reference purposes.
* **When:** Preliminary plan by next board meeting.
1. **Planning for Post-2026 Sustainability**
* **Who:** Marie Bartlett, Brian Lamb
* **What:** Begin exploring alternative funding sources and institutional support to sustain TRU Open Press beyond 2026. This includes working with institutional partners like the Honors College and Research Hub.
* **When:** Begin discussions by the end of 2024, with an initial plan ready for the board by mid-2025 [?]

# Next Meeting

* Date: January 15 (tentative)
* **Agenda Items:**
	+ Report from the Publishing Manager.
		- Project status updates
		- Data collection and impact reporting updates – usage data, adoption forms, and surveys, adding historical OER data from previous projects
		- Promotion activity updates
			* physical outreach events (e.g., booth/ table setup)
			* social media/ website and platform engagement
			* Conference/ talks/ presentations of projects and OP
		- Archival of OER Editions status report - archiving earlier OER editions and ensuring long-term access to completed projects.
	+ Support of other ISP initiatives
	+ Post 2026 Sustainability for Open Press

**Terminology**

* ISP=Integrated Strategic Planning (grant)
* OER=Open Educational Resources
* RA=Research Assistant
* CELT=Centre for Excellence in Learning and Teaching

**Projects:** <https://openpress.trubox.ca/projects/>

**Open Press website:** [https://openpress.trubox.ca/](https://openpress.trubox.ca/projects/)

**Adjournment Time: 2:00pm**

**Meeting Recorded and Prepared by:** Dani Collins