



## ARCA ADMINISTRATORS MEETING WEDNESDAY, DECEMBER 9, 2015

11:00 AM –12:00 PM

Online via Adobe Connect

Meeting recording available here: <http://ac-connect.bccampus.ca/p8lgao16dkc/>

### ATTENDEES:

Cortney Newton / College of the Rockies	Kathy Gaynor / Thompson Rivers University
Gretchen Goertz / Douglas College	Brenda Philip / University of the Fraser Valley
Hillary Webb / Emily Carr University or Art + Design	Sunni Nishimura / BC ELN

Regrets: James MacDonald / University of Northern BC;

### Notes

#### 1. Adoption of agenda

- No additions to the agenda.

#### 2. Arca Admins Infrastructure & Meeting Frequency

- Meeting frequency - once a month
  - **ACTION:** Sunni will send out a Doodle poll for future meetings
- Arca Admins Shared Google Space: <http://bit.ly/21zqlz7>
  - Meeting agendas, notes and materials will be posted here
  - Group members feel free to post materials here as well
- Participants Info block has been created on the About page of the main Arca site, with links to documentation, lists of institutions, links to flyer, Powerpoint template, submission template etc.: <http://arcabc.ca/about>
  - **ACTION:** Sunni will be replicating the About block to child sites shortly, and then child sites can decide how they want it to display (to just administrators or to all users)
- New sites joining Arca: Camosun College, Selkirk College, Trinity Western University

#### 3. Training Priorities

- Training Priorities Google doc: <http://bit.ly/1XLdjzw>
- Priorities are implementing metrics, customising object display, and learning about the Scholar's module
- **ACTION:** Sunni will send out a Doodle poll to schedule training sessions.
- **ACTION:** Sunni will repost inks to the recordings of the sessions with Nigel (discoverygarden) on ingesting objects, Scholar's module, etc..

#### 4. Prioritise Theming Change Requests

- Theming Change Request Google doc: <http://bit.ly/21zqs3p>
- Self submission workflow: group will need to work together on determining what a simplified self submission workflow looks like, and then have some custom work done to implement
- Customising ingest forms: as much as possible the group should keep their forms the same, and implement tweaks as a group so that all ingest forms remain as similar as possible for future upgrades etc..
- High priority for group is making collection list view left justified.
- Also high priority for group is to be able to make the default view different per collection, e.g. some list, some grid.
- Group would like to have control over what metadata displays on the Collection browse view e.g. turn off Collection Description field as needed.
- Group noted some bugs with titles:
  - Gretchen noted that italics in titles are removed upon ingest.
  - Hillary noted that title and subtitles are not both displaying.
  - Long titles are getting cut off.
- Group would like more control over the colours of text, bolding, font display etc.
- Group noted that adding HTML into abstracts doesn't always work to display paragraphs - more consistency needed.
- Hillary would like to turn off the Most Viewed etc. sidebar
- **ACTION:** Sunni will use these priorities to develop and implement custom work plan with discoverygarden.

#### 5. Department Identifiers Issue - DEFERRED

#### 6. Faculty Metrics Use Cases

- On Scholar Profile page it would be great to see where in the world and how many times all the citations for the faculty member have been viewed and downloaded
- Metrics on individual citations/objects to show number of views and downloads and where in the world it has been downloaded from - this is also useful for sites that don't have scholar profile pages set up
- On IslandScholar (UPEI) they have a tab which lists all citations and displays last viewed and how many times viewed
- Ideally faculty member would have option to get a report emailed to them every quarter or so so they don't have to visit Arca to see; must be an opt-in for faculty

#### 7. New Business - No new business

#### 8. Next Meeting

Hillary proposed conversation at next meeting about option to push content to a digital preservation platform like Archivematica.

Sunni will send out a Doodle poll for the next meeting.