



---

## CONTENT MANAGEMENT SYSTEM EVALUATION TEAM

### Minutes

Minutes 02/2005 of the meeting of the Content Management System Evaluation Team held on Tuesday 5 April 2005, in Seminar Room 2, Library, commencing at 3.30pm.

---

#### 1. Attendees

Helen Mandl, Sandra Wills, Ric Caladine, Christine Brown, Joe McIver.

#### Apologies

Sharon Hughes, Michael Organ.

---

#### 2. MINUTES OF THE LAST MEETING

The minutes were accepted.

#### 3. BUSINESS ARISING FROM PREVIOUS MEETING

Joe indicated that he had spoken with ARD and will undertake to act as a liaison point with them for this team. Minutes of each meeting should be emailed to David Christie.

#### 4. DISCOVERY PROCESS

An draft introductory document providing an explanation of an institutional repository was discussed. Noted that

- we should use the phrase 'learning objects' rather than 'teaching objects'
- include some information on existing collections of digital objects
- include information on copyright implications

**Action:** Helen to circulate a reworded version to the team for comment.

Further into the assessment process, consideration will need to be given to the legal requirements, copyright clearances and moral rights issues that must be addressed before objects could be lodged in the system. Further investigation will be required.

A draft of questions to be asked of faculties and units was discussed. The questions are intended to act as prompts for the interviewer. Suggestions included:

- Dividing page into teaching, research and administrative needs
- Having similar questions for each area

Noted that we are not trying to collect information on every digital object that exists but major collections where units have a more urgent need to make these objects available.

**Action:** Helen to reword questionnaire and circulate for comment.

It is proposed that a memo outlining the work of the CMS evaluation team with the introductory document and questionnaire be sent to all Deans, FRC, FEC chairs and Directors requesting assistance in nominating people in their faculties or units that we could speak to. Other suggestions included some general presentations to the university staff in general and a presentation or attendance at the IT Forum.

**Action:** Joe to investigate dates for the IT Forum.

**5. Other business**

- Helen to organize the next meeting for Tuesday 19 April at 3.30pm in Library Seminar 2.
- Meeting to include a presentation on current activities in institutional repositories

Meeting concluded at 5.00pm

HM 140405