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## CONTENT MANAGEMENT SYSTEM EVALUATION TEAM

### Minutes

Minutes 10/2005 of the meeting of the Content Management System Evaluation Team held on Monday 15 August 2005, in Seminar Room 2, Library, commencing at 3.30pm.

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#### 1. Attendees

Helen Mandl, Prof. Sandra Wills, Michael Organ, Dr. Wendy Russell, Dr. David Christie, Assoc. Prof. Lee Astheimer, Assoc. Prof. Brian Martin.

#### Apologies

Dr. Christine Brown, Dr. Ric Caladine, Dr. Jon Cockburn, Donna Meagher, Sharon Hughes.

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#### 2. MINUTES OF THE LAST MEETING

The minutes were read and accepted.

#### 3. BUSINESS ARISING FROM PREVIOUS MEETING

Refer items 3 and 4 below.

#### 4. CMS TEAM WEB SITE

Michael Organ demonstrated the new CMS Evaluation Team web site at [ir.uow.edu.au](http://ir.uow.edu.au). This site aims to inform the wider university community of the work of the team, in addition to providing an information resource for members. Appreciations were extended to Robert Robertson (ITS), Irene Mar (Library) and Donna Meagher (ITS) for assisting with implementation. The site is managed by Michael Organ.

Discussion arose concerning where the site should sit within the context of the university web site, and relevant linkage points.

#### 5. DSPACE IN A BOX and APSR

Helen Mandl and Michael Organ reported on the APSR (Australian Partners for Sustainable Repositories) seminar held at the University of Sydney on 10 August. Repository sustainability issues were discussed, as was the work of APSR and the federally funded FRODO (Federated Repository of Digital Objects) project. Major aspects in terms of sustainability included preservation and metadata. Preservation covered areas such as acceptable file formats (e.g. you can accept any file format but how important is it that the digital material remains viable and can be migrated as the file formats, software applications, systems and technology rapidly change.) The metadata associated with each object must cover its creation, technical details, history of actions, authenticity, and rights.

The presenters from APSR noted the ongoing interest from DEST representatives in the work of the project and the building of long-term national infrastructure.

Software for Dspace was provided, along with a basic outline of its operation. The Library will install this software to act as a test bed for the identifying the capabilities and limitations of an institutional repository at the university. Pilot projects will be identified to

populate the system. It was noted that a pilot would enhance the development of checklists identifying the university needs.

**Action:** Helen and Michael to manage Dspace installation and commence associated pilot program.

## 6. STUDENT PORTFOLIO UPDATE

Sandra and Helen attended a meeting of the Student Portfolio project team. This team comprises staff from CEDIR, Student Services, EMLAB, Library and interested academics. The project team will investigate solutions for student and teacher portfolios. The *iWebfolio* product from Nuventive is a possible application and a proposal is being drafted requesting University funding for a pilot project utilizing *iWebfolio* in 2006.

## 7. OTHER BUSINESS

### *Funding Opportunities*

A preliminary discussion concerning possible funding opportunities available to support the implementation of an institutional repository project over the short and long term took place. Differentiation between the costs in set up and a pilot program, and an ongoing support team was identified.

**Action:** Team members to consider funding opportunities for an institutional repository project at the university and report back.

## 8. NEXT MEETING

Monday 29 August at 3.30pm in Library Seminar room 2.

Meeting concluded at 5.30pm.

MO/HM 250805