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## RESEARCH ONLINE MANAGEMENT COMMITTEE

### Minutes

Minutes of the first meeting of the Research Online Management Committee held on Wednesday, 23 November 2005, in Seminar Room 2, Library, commencing at 2pm.

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#### 1. Attendees

Assoc Prof. Lee Astheimer  
Assoc. Prof. Brian Martin  
Dr. Lenore Lyons  
Sharon Hughes  
Mark Geloven  
Helen Mandl  
Michael Organ

#### Apologies

Dr. Lenore Lyons

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#### 1. MINUTES OF THE LAST MEETING

N/A.

#### 2. BUSINESS ARISING FROM PREVIOUS MEETING

N/A.

#### 3. OVERVIEW OF RESEARCH ONLINE PROJECT

Helen Mandl presented an overview of the Project. Funding approval was received from the Vice Chancellor on 25 October 2005 to utilize Proquest's Digital Commons software for the University of Wollongong institutional repository. The Project is to be managed by the Library, in collaboration with the Research Services Office. The funding is for a period of two years 2006-7. Refer attachment 1 for details.

#### 4. SITE DESIGN

Project Officer Michael Organ presented mock-ups of possible designs and structure for the web site. It was envisaged that experience gained from the DSpace pilot site would be utilized and the site structure would be relatively simple, based around faculties. It was noted that there is limited scope for local changes, apart from cosmetic, as the Proquest Digital Commons software is housed offsite. This is not considered a major issue as the software is comprehensive and will cater to the majority of UOW requirements. It is envisaged to have the site up and running by mid December. Following on the circulation of a discussion paper on the topic, it was agreed to adopt the name 'Research Online' for the site and project in general, and to make use of the url: [ro.uow.edu.au](http://ro.uow.edu.au) for the site.

Action: Helen Mandl and Michael Organ to liaise with Digital Commons to implement the Research Online site at [ro.uow.edu.au](http://ro.uow.edu.au).

## **5. PROMOTION / PUBLICITY**

There was a general discussion amongst the committee on how best to roll out and promote Research Online. It was pointed out by Helen Mandl that it is imperative for the long-term sustainability and success of the project that individual academics and faculty officers become familiar with the loading of material onto Research Online, and that it become an integral part of the University's research monitoring and assessment infrastructure. It was also noted that this may feed into the evolving RQF process.

## **6. ROLE OF COMMITTEE**

There was a brief discussion of the role of the committee, following on the experiences of the Content Management System Evaluation Committee 2005. It was agreed that the current committee would focus on Research Online and its successful implementation throughout 2006-7. Issues such as the implementation of a Learning Content Management System (LCMS) and integration of digital repositories on campus would be dealt with elsewhere, though the current committee would be made aware of developments in those areas. The Office of Research would assist Project staff with the provision of data and publication lists to identify material for loading onto Research Online.

## **7. NEXT MEETING**

Wednesday 10 May 2006.

Meeting concluded at 3.30 pm.