

Catholic Research Resources Alliance: Moving toward broader implementation

November 1-2, 2007
Boston College
Chestnut Hill Campus

A list of meeting participants (as of Thursday October 25) is at the end of the agenda.

Wednesday, October 31 Arrival, no events planned

Thursday November 1 Burns Library British Catholic Authors Room

Breakfast rolls, juice and coffee will be provided in the meeting room.

9:00 – 9:45 Opening Plenary Session

- Welcome, connection with participants joining via phone, introductions
- Adoption of agenda
- Brief update of recent CRRA events – Jennifer
 - (See end of agenda)*1

9:45 – 10:45 Second Plenary Session (continuing)

- Overview of EAD : what is in it, how does an EAD file get read and displayed Desired outcome: Understand the implications of archival standards, including EAD for continuing development of portal functionality & usability, and for participation by others - Discussion leader Kevin Cawley
- Overview of CRRA portal - Eric Morgan (ND Team Catholic Portal) on current functionality and architecture Desired outcome: Understand the implications for participation by others and future development needs

10:45 – 11:00 Break

11:00 – 12:30 Concurrent sessions

Joint session Metadata/Collections

- Review agenda
- Discuss relationships among various metadata standards, how applied, etc. including EAD, Dublin Core, DACS (Describing Archives: A Content Standard)
- Review current statements on metadata standards and communication protocols, e.g. OAI, in the CRRA Prospectus and previous Metadata Committee minutes
- Identify what has been learned from the pilot projects (Action item 8)
- Discuss best practices for getting new content on the portal. Refer to Action item 9: Refine and implement the process for bringing resources under intellectual control and display on the portal

- One example: Digital Scriptorium –
<https://www1.columbia.edu/sec/cu/libraries/bts/digital_scriptorium/guidelines.html>

Steering Committee

- Review agenda
- Discuss funding opportunities and requests: to whom, for what, by whom, signatory and fiduciary authority, responsibilities of requestor, etc.
- Determine how grant proposals relate to a CRRA budget and activities
- Review activities, staffing needs, proposed job description, and draft budget (draft budget to be distributed on site)

12:30 – 1:45 Lunch (adjacent room)

1:45 - 3:00 Concurrent sessions

Joint session Metadata/Collections

- Continue discussion on what has been learned from the pilot project, best practices
- Identify activities, resources and next steps needed to link content by current and future participants
- Review proposed job description for CRRA project manager (document attached)
- Review report for next plenary session

Steering Committee

- Connection with participants joining via phone
- Review definition of the CRRA: “A collaboration of 8 Catholic colleges and universities to share their resources electronically with librarians, archivists, researchers, scholars interested in the Catholic experience, and the general public
- Discuss options for CRRA administration (a Secretariat) and governance committees
- Determine the categories of institutional partners for participation and/or membership
- Review report for next plenary session

3:00 – 3:45 Break (a walk or library visit possible)

3:45 – 5:00 Plenary session

- Committee reports and discussion
- Develop principles for committee governance and decision making
- Creating a scholarly advisory board – Tim Meagher
 - Purpose, participants, how to use their advice

5 p.m. Adjourn. Free time for a tour of the library or campus

5:45 p.m. Dinner at 6 p.m. at Legal Seafoods. A longish walk. Transportation will be arranged.

Friday , November 2 Burns Library British Catholic Authors Room

Breakfast rolls, juice and coffee will be provided in the meeting room.

9:00 – 10:30 Concurrent sessions

Joint session Metadata/Collections

- Connection with participants joining via phone
- Review agenda
- Continue discussion from previous sessions
- Discuss browse functionality and other enhancements for the portal
- Identify actions for the Metadata and/or Collection Committee, their relative importance, how they can be achieved, etc.
- Prepare report for the Plenary Session

Steering Committee

- Review Action Item 13 (In Actions in progress) in Prospectus
<http://www.catholicresearch.net/?cmd=abouc>
- Identify next steps for the Steering Committee
 - Communicating with CRRA Leadership Committee, ACCU, CLA, ATLA, etc.
 - Meet at the ACCU Annual Conference, Feb. 2-4, 2008, Washington, D.C.
- Prepare report for the Plenary Session

10:30 – 10:45 Break

10:45 – Noon Plenary session

- Group reports with an emphasis on next steps and what is needed to move forward
- Review communication activities and responsibilities
 - Within and among CRRA committees
 - From CRRA to CRRA Leadership committee, ACCU library and archive directors, seminary library directors, ACCU Exec. Director, CLA, ATLA, future participating libraries and archives, sponsors, etc.
- Identify others interested in contributing to the book chapter in *Digital Scholarship*, a monographic supplement to the journal, Technical Services Quarterly (Haworth Press) to be edited by Marta Deyrup, Seton Hall University (outline document attached)
- Wrap up

Noon Adjourn Lunch optional.

*1 Brief update of recent CRRA events

- From CRRI to CRRA
- Action Plan and Deliverables for 2006-2007
- Contact on <http://www.catholicresearch.net>
- Communications about CRRA
- Book chapter in progress (outline to be sent via email)
- Leadership Committee
- Update on fund raising activities, including status of CRRI fund and ACCU solicitation
- Distribution of proposed job description
- Desired outcome for all of the above: Shared understanding of current status

*2 **List of Meeting Participants (as of Thursday, October 25)**

Steering Committee

- Artemis Kirk <agk3@georgetown.edu>, Georgetown University
- Tom Leonhardt <thomasl@admin.stedwards.edu>, St.Edward's University (**BY PHONE**)
- Howard McGinn <mcginnho@shu.edu>, Seton Hall University (**FRIDAY ONLY**)
- Michael McLane <mclane@cua.edu>, Catholic University
- Tim Meagher <meagher@cua.edu>, Catholic University
- Robert O'Neill <robert.oneill.1@bc.edu>, Boston College (**WELCOME ONLY**)
- Janice Simmons-Welburn <janice.simmons-welburn@marquette.edu>, Marquette University
- Ed Starkey <estarkey@sandiego.edu>, University of San Diego
- Jennifer Younger <jyounger@nd.edu> (Chair), University of Notre Dame Collection Committee
- Matt Blessing <matt.blessing@marquette.edu>, Marquette University
- Lynn Conway, <conwayl@georgetown.edu>, Georgetown University (**BY PHONE**)
- Alan Delozial <delozial@shu.edu>, Seton Hall University
- Alan D. Krieger <Alan.D.Krieger.1@nd.edu>, University of Notre Dame
- Diane Maher <diane@sandiego.edu>, University of San Diego
- Robert K. O'Neill <oneillro@bc.edu>, Chair, Boston College (**WELCOME ONLY**)

Metadata Committee

- Ruth Bogan <boganr@georgian.edu>, Georgian Court University
- Marta Deyrup <deyrupma@shu.edu>, Seton Hall University
- Thomas Leonhardt <thomasl@admin.stedwards.edu>, Chair, St. Edward's University (**BY PHONE**)
- Eric Lease Morgan <emorgan@nd.edu>, University of Notre Dame
- W. Jordan Patty <pattyw@cua.edu>, Catholic University (**BY PHONE, MORNINGS**)
- Susan Leister <sel44@georgetown.edu>, Georgetown University

Guests

- David Horn <horndc@bc.edu>, Boston College
- Amy Braitsch <braitsch@bc.edu>, Boston College
- Kevin Cawley <wcawley@nd.edu>, Notre Dame Archives

Not Sure

- Leon Hooper, S.J., <jlh3@georgetown.edu>, Georgetown University
- Paul Fisher <fisherpa@shu.edu>, Seton Hall University

Unable to Attend

- Mark W. Savolis <msavolis@holycross.edu>, College of the Holy Cross

- W. John Shepherd <Shepherw@cua.edu>, The Catholic University of America
- Kate Siltan <kates2@stedwards.edu>, St. Edward's University

Minutes Compiled by Jennifer Younger
October 25, 2007