Agenda

Plenary session

    10:00 Welcome, update (Evelyn Minick, Jennifer Younger)

    10:30 Discuss draft strategic plan 2011/2012 (Pat Lawton)

    11:30 Lunch

Concurrent sessions

      12:30

      A. Enhancing portal functionality and usability testing at member institutions. Discuss procedures and draft a timeline for conducting usability studies at member institutions. (Eric Lease Morgan) (3.1 on strategic plan)

      B. Board Meeting (Jennifer Younger)

Plenary session

    1:45 Discussion and closing remarks (Jennifer Younger)

    2:00 Adjourn

About the Draft Plan

Fiscal year 2011/2012:
July 1, 2011-June 30, 2012

Columns 2-4 : past, present, future

Process

- Drafted with input from members, committees, scholars, focus groups, previous plan*, Steps in building the portal*
- Topics developed by committees:
  - Collections Committee and Scholars: Topic 1
  - Digital Access Committee: Topics 2 and 3
  - Board of Directors: Topic 4 Growth and outreach
- Next steps
  - Redraft, based on today's discussion; add timeline and responsibility
  - Review with membership and committees, redraft as needed
  - Board reviews, adopts
  - Post to Admin area of website

- **Choose your top three to discuss**

- **Quick recap of last two years**

July 2009-June 2010
(8 +3 members)

Build infrastructure: in terms of the portal, collections, and membership

- Adopted and implemented VuFind
- Established, documented, and communicated best practices for members to make content available
- Ingested more than 20,000 records as part of a pilot project
- Conducted focus groups at six member institutions to determine scope of content
- Identified 12 themes; developed *Collection Policy*
- Submitted a successful CLIR grant with three member institutions

July 2010-June 2011
(11 + 10 members)

Develop a portal rich in rare, unique and uncommon resources with a robust search and display functionality for MARC and EAD

- Refined portal content by focusing on rare, unique, and uncommon
- Implemented VuFind 1.0
- Developed an EAD viewer and indexer
- Explored and implemented text mining techniques
- Developed guidelines for continual updating of content
- Revised metadata guidelines to include EAD
- Provided public access to policy documents
- Create a demonstration digitization project with a subset of members
- Submit an NEH proposal
- Conduct usability studies at member institutions

By June 2012 …

… the proposed goal is to have a critical mass of full text content and to have digital humanities tools in place enabling scholars to discover new knowledge across collections and resources.

Plan p. 1

Topic and Broad Goal	2010/2011 Goals Completed *or* to be completed by June 30, 2011	Goals for Implementing the Portal: 2011/2012 to be completed by June 30, 2012	Suggested Long Term Goals (2-5 yrs)

1. Collection themes and scope (formerly topics 1 and 2; merged into one topic March 2011)
 	
 Goal: Build curated collections of rare, unique, and uncommon research resources.
	1.1. Focused on three themes: Catholic social action, Catholic intellectual life, Women religious.
	
	 1.2. Investigate and evaluate appropriate method(s) for associating portal records with themes. Preliminarily, investigate three suggested approaches: 1) create dynamic links to records, 2) add themes to records, 3) designate editor(s) to assign themes. in process.
	
	 1.3. Create a demonstration digitization project in collaboration with a subset of members. Focused the project on resources relating to one of three themes (see 1.1.). (Notre Dame's Catholic pamphlet project) in process
	
	 2.1. Affirmed focus on rare, unique and uncommon materials. Clarified Collection Policy and Metadata Guidelines to communicate effectively with current and prospective members.
		1.1. Encourage development of critical mass around three themes: Women religious, Vatican 2, and Catholic social action.
		
		 1.2. (also 2.1.) Facilitate continual updating of member records and content.
		     Identify, implement, and communicate strategies to assist members in identifying, flagging and submitting records and content.
		     Identify barriers to continually updating content within institutions and assist in problem-solving.
		     Assist members in forming local CRRA teams.
		
		 1.3. Increase member awareness of collection scope and themes.
		     Include 3-4 paragraphs about collections in the CRRA monthly newsletter.
		
		 1.4. (also 2.2.) Draft a plan for increasing digital content in the portal.
		
		     Identify priorities for digitization.
		     Explore and create opportunities for members to collaboratively digitize resources through activities such as collaborative grant projects, harvesting, digitization on demand, etc.	

Plan p. 2

Topic and Broad Goal	Actions Completed in 2010/2011	Goals for Implementing the Portal, Phase 2: 2011/2012	Suggested Long Term Goals (2-5 yrs)

2. Data input and ingestion (formerly topic 3)
 	
Goal: Assist members to make their content available in the portal, honoring local standards and practices as possible.
	3.1. Met with new members to ingest records into the portal. (Ongoing)
	
	3.2. Edited CRRA metadata guidelines as appropriate. Focused on how practical considerations and renewed focus on rare, unique, and uncommon, have changed (see 2.1.). ongoing; revisions continue as portal develops
	
	3.3. Drafted procedures to continually add records to the portal, and, as needed, to remove records. Reviewed draft procedures with Collections and Digital Access committees and shared with member institutions.
		2.1. (also 1.2.) Facilitate continual updating of member records and content.
		    Identify, implement, and communicate strategies to harvest records and content.
		    Identify barriers to continually updating content within institutions and assist in problem-solving.
		    Develop and implement means to ingest structured metadata and/or digital content from archival collections not initially in MARC or EAD formats.
		
		2.2. (also 1.4.) Draft a plan for increasing digital content in the portal.
		    Identify priorities for digitization.
		    Explore and create opportunities for members to collaboratively digitize their resources through activities such as collaborative grant projects, harvesting, digitization on demand, etc.
			Assess options for portal technical infrastructure and tools.
			    Form subcommittee to analyze, assess, and compare applications for the underlying portal architecture.
			    Evaluate the viability of applications for future portal development, in terms of administrative concerns, financial investment, potential flexibility and technical support, and other priorities as determined by the subcommittee.
			
			Explore relationships with institutions engaged in building text mining and visualization tools for possible portal implementation.
			
			Revisit steps in building the portal.

Page 2 of 6

Plan p. 3

Topic and Broad Goal	Actions Completed or yet to complete in 2010/2011	Goals for Implementing the Portal, Phase 2: 2011/2012	Suggested Long Term Goals (2-5 yrs)
3. Search functional-ity and display (formerly topic 4) **Goal: Facilitate user discovery of and access to portal resources.**	4.1. Indexed full EAD content for discovery. 4.2. Identified available use statistics, consulted with committees on use and priorities for reports. 4.3. Developed a process for version2 of the website to serve needs of scholars, members, and prospective members. 4.4. Implemented VuFind 1.0. *ADDED: Usability studies to assess and refine enhanced portal functionality.* *ADDED: Implement the ability to display EAD records at various levels (collection, series, folder). View finding aids within the portal (rather than linking to the institution).*	3.1. Conduct usability studies on portal functionality at member institutions and implement recommended changes to support continuous improvement. Include refinement of look, feel, and usability of current text mining tools. 3.2. Identify strategies to enhance website 's effectiveness and ease-of-use for three primary user groups: scholars, members, and prospective members. 3.3. Refine look and feel of monthly use statistics reports. 3.4. Explore options to enable display of facets (genre, language, era, etc.) from a search for "Archival materials." 3.5. Explore the viability of forming a volunteer "tech support cohort" to collectively provide ongoing guidance to members on metadata and technical issues related to contributing content. 3.6. Explore options to facilitate member creation and submission of EAD and MARC records to the portal; ensure that users are also able to save the record locally. 3.7. Enhance text mining and visualization techniques to facilitate discovery and creation of new knowledge among portal resources.	Investigate the possibility of adding scholarly communication tools (such as a Wiki for sharing portal documentation and research advice) to catholicresearch.net.

Plan p. 4

Topic and Broad Goal	Actions Completed or yet to complete in 2010/2011	Goals for Implementing the Portal, Phase 2: 2011/2012	Suggested Long Term Goals (2-5 yrs)

4. Growth plan and outreach (formerly topic 5)	5.1. Reviewed participant input, adopted and communicated the strategic plan to all members.
	
	5.2. Identified next steps in reaching out to new members.
	
	5.3. Drafted a policy for committee participation, selection, etc.
	
	5.4. Develop a proposal for partnering with and acquiring financial support from ACCU. *With ACCU, included About CRRA in ACCU Annual Conference 2011 packet.*
	
	5.5. Develop a communication plan for relating to various constituencies including ACCU library directors, archivists, and scholars.
	
	5.6. Develop and draft a vision for the portal that includes and fosters digital scholarship. *Completed Steps in building the portal.*
		4.1 Develop a sustainable business plan.
		    Identify options for diversifying revenue
		    Implement revised dues structure for FY2011/12
		    Review fundraising plan developed for NEH proposal; identify and begin fund raising activities with appropriate coordination and consultation with members
		4.2. Continue to build membership base to support growth and expansion for mission support, contribution of content and/or use of the portal
		    Seek 50 members from Catholic college and university community
		    Seek 3-5 members from diocesan and/or religious order community; seek 3-5 members from secular library and archive communities on basis of relevant collections
		4.3. Enhance communication among members, prospective members and other supporting stakeholders
		    Implement emma application to publish and distribute the CRRA monthly update.
		    Co-host a regional mid-year CRRA event at Duquesne University
		    Implement bi-annual update to Leadership Council and ACCU
		    Develop and market self-subscribing options for CRRA monthly updates and the CRRA blog
		    Establish a "Join the CRRA" Web page
			Conduct virtual workshops for one or more members on developing a local CRRA team ; expand to on-site workshops as possible through local or conference hosts.

Plan p. 5

Topic and Broad Goal	Actions Completed or yet to complete in 2010/2011	Goals for Implementing the Portal, Phase 2: 2011/2012	Suggested Long Term Goals (2-5 yrs)

4. Growth plan and outreach (formerly topic 5)	5.7a. Develop a sustainable business plan. *Retained strategic consultant for expert advice to CRRA.*
	
	5.7b. Revisit membership categories and set dues for FY2012. *Membership Dues Structure TF underway.*
	
	5.8. Increased CRRA membership with a target of 20 new members. *Creighton joined as CRRA's 20th member in spring 2011.*
	
	5.9. Submit an NEH Challenge Grant Proposal. *Proposals are due May, 2011.*
	
	ADDED: Hosted a ND/CRRA Digital Humanities Forum with the aim of raising the visibility of digital scholarship techniques on campus and of the CRRA and its potential contributions to digital humanities.
		4.4. Participate in activities that will potentially increase portal use and visibility.
		    Coordinate and support CLIR award participants to disseminate CLIR project outcomes
		    Analyze results of Digital Catholic Resources Survey and share with ACCU and CRRA members, evaluate opportunities to share in other venues.
		    Give presentation on the Catholic portal and collaboration at Dominican university Symposium, September 2011
		    Distribute material about CRRA at ACCU annual meeting, ACDA (Association of Catholic Diocesan Archivists)
		    Participate in workshops for archivists hosted by Catholic University and Catholic Library Association
		
		4.5. Identify and explore areas for collaborative efforts to grow and develop portal content, tools, services and membership.
		    Continue discussions of shared interests and possible collaborative projects with the Pittsburgh-based firm Crivella West.
		    Support the emerging collaboration by and among Sisters of Mercy in regard to CRRA.
		    Support CRRA member collaborative grant-seeking efforts.
		    Build member profiles to facilitate collaboration.	