

**Metadata Team/Kentucky Learning Depot
Meeting Notes
1 July 2010**

Present: Nina Deeley, Emily Symonds, Rachel Howard, Betsy Hughes, Enid Wohlstein, Cecelia Tavares, Nathan Ragland

1 - review membership, discuss expanding our numbers and how we might do that

-Enid will approach Candy Zaluski for possible recommendations for Fayette Co LMS to serve on Metadata and other teams [4/1 – EW will do]

-Enid will check with Cherry Boyles about English and Math standards and the crosswalk from old to new [4/1 – EW will do]

7/1 – Enid got a recommendation from Candy but the email to Amanda Hurley bounced back. Cecelia suggested it might have gone to junk mail, and to be aware of that in future. Try to call Amanda also.

7/1 – Enid has not emailed Cherry, the email is drafted. We want to meet with Sue Cain first, the CPE SB1 point person.

Everyone think about possible new additions to the team - colleagues, leaders, etc who would add value to the team. OR any team, for that matter.

Nina has recruited two individuals – Kathleen Richardson from KCTCS and Nathan Ragland at Sullivan University.

Stephen – we need to look at the charge of the group and determine who is best suited for addition. Team charge has not changed much.

KET and KDE collaborating on teacher PD modules that will be housed in Teachers Domain. Lynda Thomas is point on that and probably very busy with the project, estimated to be about 40 modules. Esther Tattershall – doing all the Teachers Domain repository work.

7/1 – Can we federate with Teachers Domain? What is it? What's the platform?

Do the team members have automatic FULL rights to the Depot content? – Enid to check.

7/1 – Yes, team members do have full rights. From Elaine Maher “ Work team members have access to Depot, Kentuckiana, KET and NROC resources.”

7/1 – Nina Deeley needs her login/pw again. Cecelia's has expired. Betsy will get their info sent to them. Nathan has not received a login, period – needs to be setup. Check on

Kathleen's access also.

2 – review last meeting's minutes

3 – current projects

4 – revisit plans for future

5 – anything else we need to touchbase on

Rachel - will check with Walt Barlow re: one items in queue needing tagging

7/1 – Walt responded to Rachel's prompt that he'd get to it as soon as possible. Still in the queue. Is the tagger the right person to follow-up? Do we have a workflow?

Enid for now will contact Walt. Item is "Hand Tools/Power Tools" – only thing in the queue.

6 - promoting/marketing Depot to constituent groups

7/1 – The Depot Steering Team needs to create a Marketing/PR team. They are aware this is a need. Hopefully will occur at next Steering Team meeting.

2010 Task list from Nov 2009 meeting:

* Kentuckian Digital Library – Eric Weig and Deepa Dubal

To extract more metadata from KDL or to retain Depot editing of metadata so as to improve discovery

7/1 - Deepa is probably not the appropriate person. Replace her with Elaine Maher or Dave Henderson, if we can continue Dave's assignment. Eric needs to provide details re: this task.

*Integrating the process of Depot Scholars (reviewers) and Depot Librarians (taggers) for content in some subject areas – Rachel, Emily, Lesia, and Enid
Enid to follow-up w/Rachel, Emily and Lesia.

Rachel/Emily – NROC metadata was a big task and some titles were in biology, where subject terms exists already. Rachel and Emily worked through the issue without SME assistance. Items went through or bypassed content evaluation but required fields were left empty – possibly was a result of Content Team sending through content without completing required fields. [Note: Content Team is reviewing pre-existing collections from various lists and will need to be aware of required fields, completing all requested elements.] Waiting on user feedback to determine if tagging is adequate.

7/1 – Rachel feels the issue has been put to bed. Wait and see.

*Content Providers & Metadata – Lynda, **Nina**, and Deepa

To participate in the selection of content providers, licensed or not, in the area of metadata, so that the content can be effectively discovered. This also includes the option to do federation or harvesting.

4/1 - Nina will follow-up with this small group.

7/1 – Nina has attempted to follow-up re: this item. Lynda Thomas at KET has missed a few meetings for Metadata so we don't have her input on this item. Deepa was not aware of this item either, would probably be assigned to Elaine Maher at CPE anyway. Strike Deepa from assignment.

Table for now. Probably will need a combined Content & Metadata Teams meeting to discuss workflow and efficiencies in processing content as quickly as possible.

KET's pilot collection – Literacy Leadership serves as a good starting point now that we have some experience with both.

4/1 - Betsy reported on the KET conversations and project, re: adding subtitle and series title to schema. Also KDL would benefit given the naming schema given the large collections, ownership by person, institution. Betsy has tested on Test and Dev boxes and hasn't broken anything yet. Will continue to investigate impact.

7/1 – KET Literacy Leadership videos are in the Depot. Needing some data from KET -- objects are still in process, ie. non-live.

*Issues from Depot Librarians – Rachel and Emily

The Metadata Team will serve as a sounding board or a forum for operational issues generated from the Depot Librarians. Decisions will be made by the team and if needed, reflected in the Depot Schema.

Promoting the Depot - events upcoming:

KySTE- Depot session, March 10th at 2pm, Laffoon Computer Lab. Jana Hickey/Jefferson Co PS, Enid & Betsy will present.

KACTE Board - Monday, March 1, Noon.

Jefferson County - Emporiums for T&L, Jana Hickey. June 9 & 10. More details to come.
Fayette County event – Jeff Jones. June 8 & 9

7/1 – Nina brought forward some sort of orientation for the new team members. Enid will check with Betsy and we will plan for a one hour session over the next five weeks. We will send out a Doodle poll with potential dates for everyone to respond to.

Training for 1 hour. Block off 1.5 hours so we have discussion time.

7/1 – OER materials, SREB items, etc. Enid will send links to powerpoints, reports, surveys, etc. related to open textbook/OER initiatives.

Metadata Team Members:

- Stephen Noble, Instructor, University of Louisville, **Team Leader**
- Barry Burkett, Adult Educator, Franklin County Education Center, Frankfort
- Nina Deeley, Head of Technical Services, Jefferson Community & Technical College Library
- ~~Donna Eustace, Office of Teaching & Learning, KY Department of Education (KDE)~~ **to be replaced**
- Rachel Howard, Digital Initiatives Librarian, University of Louisville Library
- Betsy Hughes, KY Virtual Library (KYVL)
- Jeffrey Jones, Coordinator, Virtual Classrooms & Communities, Fayette County Public Schools (FCPS)
- Nathan Ragland, CoP and e-Learning Librarian, Sullivan University **NEW**
- Kathleen Richardson, Technical Services Librarian, Bluegrass Community & Technical College **NEW**
- Michael Stapleton, Library Systems, KY Community & Technical College System (KCTCS)
- Emily Symonds, Metadata Librarian, University of Louisville Library
- Cecelia M. Tavares, Coordinator--Library Media Services, Jefferson County Public Schools (JCPS)