

# DCMI AB Annual Meeting

Saturday, October 11, 2014

# Agenda

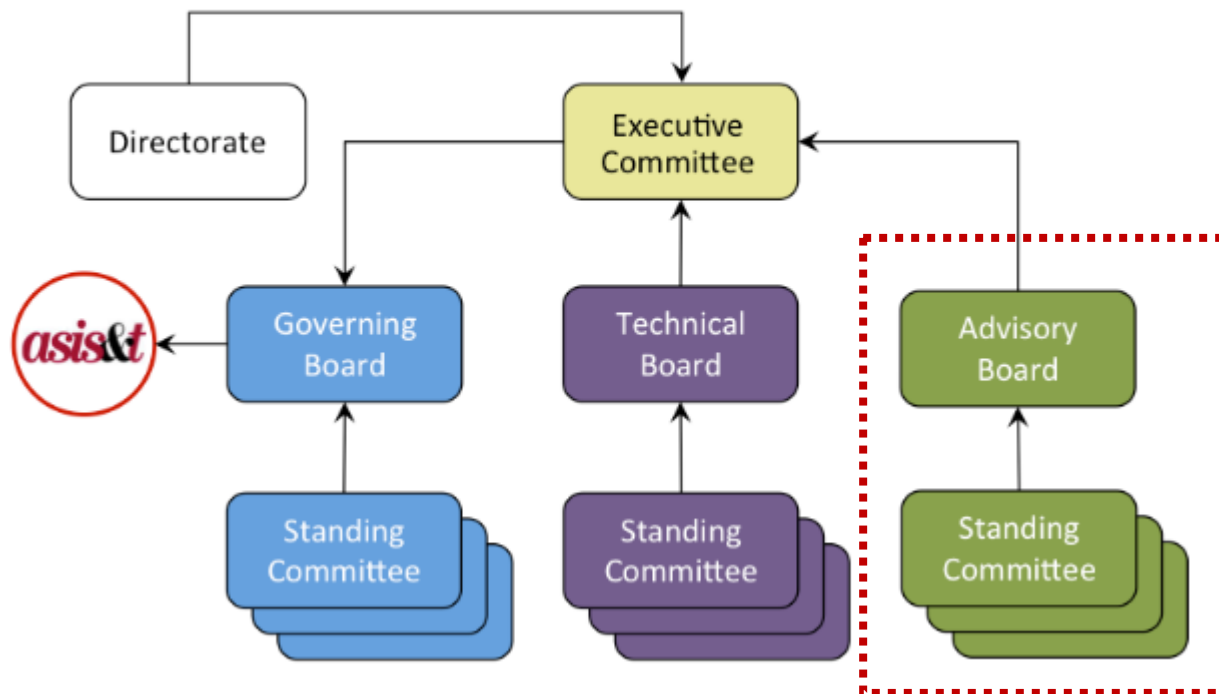
- Chair report
- Committee reports
  - Conferences & Meetings
  - Education & Outreach
- Other DCMI reports
  - Directorate, Executive Board, Governing Board and Technical Board
- AB discussion
  - AB Interview Themes
  - Organizational structure
  - Membership discussion
  - New business

# AB Structure

- Focus in 2014 has been on developing AB structure, forming committees and meeting monthly to develop charges.

- [http://wiki.dublincore.org/index.php/DCMI\\_Handbook/orgStructure](http://wiki.dublincore.org/index.php/DCMI_Handbook/orgStructure)

## DCMI Organizational Chart



# AB Structure – Board Charge

[http://wiki.dublincore.org/index.php/DCMI Advisory Board](http://wiki.dublincore.org/index.php/DCMI_Advisory_Board)

- The Advisory Board is the organizational body that advances DCMI's work through engagement with DCMI community members and liaising with other initiatives that have shared, metadata-related interests. The Board is responsible for overseeing the programmatic work of the Initiative including conferences and meetings, education, publication, and outreach activities, and promoting DCMI. For the Initiative, the Advisory Board serves as the primary advisory body for DCMI for matters pertinent to the Board's charge and also as a broad-based sounding board for DCMI on issues deemed of significant importance to the Initiative, its members, and stakeholders.

# AB Structure – Committees

[http://wiki.dublincore.org/index.php/DCMI Advisory Board](http://wiki.dublincore.org/index.php/DCMI_Advisory_Board)

- **Conferences & Meetings**

- **Scope**: Advises the Advisory Board on the annual meeting technical program, regional meetings, awards and honors, and other related meeting activities.
- **Members**: Muriel Foulonneau (Co-Chair), Emma Tonkin (Co-Chair), Dickson Lukos, Eva Méndez, Jian Qin, Andrew Wilson

- **Education & Outreach**

- **Scope**: Advises the Advisory Board on education and training, and communications and publications.
- **Members**: Ana Alice Baptista (Co-Chair), Keven Liu (Co-Chair)

# AB Structure – Conferences & Meetings Committee

- **Charge:** The Conferences & Meetings Committee determines policy, operations and the master planning calendar for DCMI conferences and meetings. The Committee actively works on, and promotes, the annual conferences and regional meetings including, but not limited to, determining host organizations, co-location with other organizations, appropriate meeting themes, recruiting chairs and committee members for specific events, and other related meeting activities. The Chair of the Committee shall periodically report to the Advisory Board Chair in writing in a manner defined by the Committee Policies and Operating Procedures and otherwise report on proposed Committee actions.
- Stuart Sutton asked for a one-pager to be developed for potential DCMI meeting sponsors.
  - Referred to Conferences & Meetings Committee.
- Stuart Sutton emphasized the importance of developing a long term approach to DCMI conference—how to make them self-sustaining and less risky for hosts, etc.
  - Referred to Conferences & Meetings Committee.

# AB Structure – Education & Outreach Committee

- **Charge:** The Education & Outreach Committee determines policies and procedures and develops the master planning calendar for DCMI education and training, user best practice documentation, and outreach activities. The Committee actively identifies potential areas for development and delivery of education and training in support of innovative metadata design and best practice and develops user documentation and other types of published resources supporting learners and teachers and trainers. The Committee develops educational programs including tutorials, workshops, online "how-to" recipes and webinars and is responsible for recruiting chairs to organize educational programs. The Committee manages DCMI's outreach through website announcements and social media channels.

# DC-EOC\* - Goal

- Muriel Foulonneau, an EOC co-chair, gave a brief report remotely via WebEx that is covered on the following slides.

- To contribute to increase DCMI's influence all over the world in innovative metadata design, applications and best practices thus helping DCMI to fulfill its mission of “making it easier to find information”.



# DC-EOC – Framework of objectives

- To enhance the public and scholarship awareness of DCMI;
- To develop and implement education and outreach programs and/or guidelines for institutions or practitioners to engage in Dublin Core metadata activities;
- To assemble and share best practices, procedures and guidelines for helping organizations to comply with Dublin Core Specifications and evaluate the application levels
- To draw the program link between outreach and education, promoting the understanding of DCMI's endeavor
- To expand outreach and education activities to unreached disciplines, communities and countries;
- To encourage and leverage DCMI communities, task forces and other committees to promote, broadcast or counsel their deliverables;
- To collect AB members to provide input and feedback on tutorial topics, provider education materials, and dates and locations of provider education workshops and events.

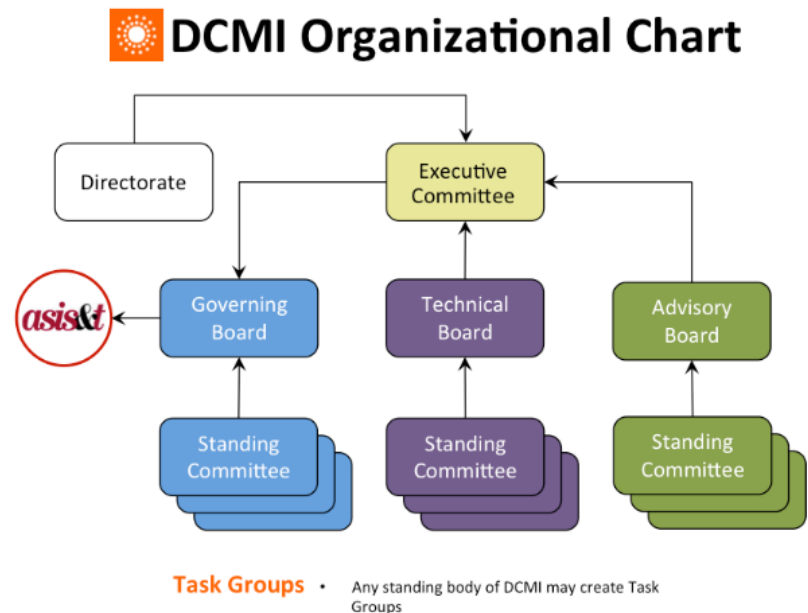
# DC-EOC – Plan for one year

Task				
To define the structure of the committee				
To recruit committee members				
To define education and training policies and procedures				
To define the education and training short, medium and long-term calendar				
To define recruiting policies and procedures for education				
To recruit				
To supervise/handle the development education and training documentation and materials				
To develop an education and training continuous evaluation and feedback program				
To implement the education program				
To define outreach policies and procedures				
To define the outreach short, medium and long-term calendar				
To define recruiting policies and procedures for outreach				
To develop a outreach continuous evaluation and feedback program				
To implement the outreach program.				
	Oct-Dec/2014	Jan-Mar/2015	Apr-Jun/2015	Jul-Sep/2015

# Other DCMI reports

- Directorate
- Executive Committee
- Governing Board
- Technical Board

- DCMI leaders from the various organizational entities were introduced and there were brief reports from: Stu Sutton, Michael Crandell, Eric Childress, and Kai Eckert.



# Interviews

- The next few slides are a summary of what we heard in interviews and conversations Marcia and Joseph had with AB members off-line before the Austin annual meeting.

- Over last month before and during DCMI meeting, we talked to AB members about
  - Who should be on the Advisory Board?
  - What should be the scope of the Advisory Board?
  - What should we discuss at the AB meeting and take to the DCMI community?

# Interview themes: DCMI roles

- How can DCMI enable a consensual, trusted space for work to occur in?
- How can DCMI become a trusted resource to provide technical expertise?
- Liaising with more communities, reciprocate liaisons.
- How can we allow people to take a break, but still allow them to be in the loop?
- How should specific requests be made, then followed through, and contributions acknowledged?
- How can DCMI recognize people for what they've done and what they've contributed?
- How can DCMI become a provider of educational materials and dedicated people to offer high quality education and training?

# Interview themes: DCMI strategy

- Should the AB be informing DCMI's strategy?
- What is DCMI's strategy. How do we assess how we are doing, measure our success?
- How can we help members make the “business case” for spending a lot of time working on technical WGs? People have real (operational) problems—they are not technical problems.
- Would it be better if “Dublin Core” called itself something else? E.g., support the profession of linked data and forget Dublin Core. But... DC is small part of linked data, an important part, but a small part. And linked data is a small part of data/application integration and aggregation.
- Why don't people understand the semantic web if it's so obvious? But... People are interested in SKOS, taxonomy and ontology.
- How can we get more organizations to join DCMI? What do institutional members want?

# Interview themes: DCMI activities

- It's hard to work on something that is too general, too abstract and high level. Should we be addressing domains that are more specific? Which ones? How?
- Groups need projects.
- How should we be supporting DC consumers/ applications like RDA? Should we focus on projects and products? How do we choose which ones?
- Should DCMI co- or guest host conferences? E.g., take DC to other events, organize a DC track with 5-10 presentations.
- How should DCMI facilitate local events/regional conferences (which need to be held in the local languages)?
- How can the linked data infrastructure be made more stable?

# AB Membership Discussion

- 1) Who should be on AB?
  - What are the criteria?
  - What is the process ?
- 2) How should the AB membership be maintained? What happens ...
  - When Task Group duties are finished?
  - To those who have not been active?
  - To those who do not attend DCMI annual meetings?

- The AB should be open to any and all active DCMI members. We should focus on transparency to facilitate wide participation. An annual opt-in or opt-out email should be sent.
- DCMI members naturally come together to form task groups. We should focus on making this as easy as possible and to support such groups.

## **Current membership:**

- 1) Board Chairs
- 2) Committee Chairs
- 3) [Community and Task Group Leaders](#) (Chair and Co-Chair)
- 4) Other:
  - Liaisons to other metadata activities
  - Representatives of DCMI Members and other stakeholder organizations
  - Invited experts appointed by the DCMI Managing Director



# 4. New Business – AB DCMI 2014: Recognition of Contributors

AB-SC would like to propose a plan for recognizing the DCMI contributors who are finishing their terms

- Who should be recognized?
    - Chairs (DCMI, Boards, Committees, Task Groups)
    - Members of these
  - How to recognize?
    - A printed certificate (like ASIST does)?
    - A dedicated webpage?
  - When to recognize?
    - At Annual DCMI Meeting?
    - Other ...
- DCMI members should be recognized for their contribution. This is a simple courtesy. Would formal recognition make a difference?
  - The AB-SC will discuss and try to do this in 2015 and then seek reaction from wider AB.

## 4. New Business – AB DCMI 2014: What else

- Suggestions/nominations for Chair elect
  - No one came forward. Referred to AB Steering Committee to recruit Chair-elect.
- Anything else?
  - Karen Coyle said that a Code of Conduct for conferences and meetings is needed.
    - Referred to Conferences & Meetings Committee. We note that it's also important to discuss this widely among DCMI members on the various lists and one-on-one.

# Contacts

- AB wiki:  
[http://wiki.dublincore.org/index.php/DCMI Advisory Board](http://wiki.dublincore.org/index.php/DCMI_Advisory_Board)
- Chair 2014: Marcia Zeng, [mzeng@kent.edu](mailto:mzeng@kent.edu), skype marciazeng
- Chair 2015: Joseph Busch,  
[jbusch@taxonomystategies.com](mailto:jbusch@taxonomystategies.com), mobile +1-415-377-7912, skype jbusch94110