Agenda:

1. Summary of ETD conference
2. Review of outstanding issues
3. Results of native file format survey / policy revisions
4. ORCID IDs on dissertation submission
5. Dissertation submission boot camp

Present: Janis Paul, Sara Vaughan, Karen Rupp-Serrano, David Corbly, Logan Cox, Tao Zhao

1. Summary of ETD conference (Karen) —

* Bepress/Digital Commons in use by most participants, very useful to students as an e-portfolio.
* Most run plagiarism checks on dissertations; we do through the Office of Integrity(?)/Turnitin. SafeAssignment is another product used by some universities.
* Many are doing orientation sessions for dissertation submitters.
* Embargoes are 2 years on average, up to 5 years.
* Some are including supplemental data in dissertations.
* Janis commented that some institutions are allowing students in creative writing disciplines to display only 3 out of 5 chapters.
* University of Texas automatically embargoes for one year; metadata isn’t even available during that time. An automatic two-year embargo will be available to all departments.
* American Historical Association embargo positions were discussed.
* At UNT, the advisor determines whether there will be an embargo.

1. Review of outstanding issues (see separate document)
2. Results of native file format survey / policy revisions — 67% of dissertation submitters from Fall 2013 / Spring 2014 have no strong feelings about submitting the native file formats (Word, etc.) for their dissertation. However, 33% did have concerns. Library would still like to require native files on submission but is adding a checkbox to allow the native files to be supressed from public view, and can suppress after-the-fact if student or Graduate College requests. We'll work together to get the message out on the submission forms and in the dissertation packet.
3. ORCID on dissertation submission — Library requests that Graduate College think about working with dissertation submitters to create an ORCID (http://orcid.org) as part of the submission process, perhaps starting with it as an optional field and in the future making it required. Would be ideal if IDs were created as part of the 4x4 creation process, but that may take years to get in place so it seems reasonable to target dissertation candidates.
4. Dissertation submission “boot camp” — Graduate College already works individually with each student, doesn't see the need to do something special with the library. However, we may both want to partner with the Office of Academic Integrity Programs on educating students about plagiarism, etc., that seems to be a bigger problem.

Previous discussion items:

Action Item:

* When Logan returns in April, he’ll implement the requested changes on the production server.

UPDATE: See list, many items are now in production

* Logan will work on a script to identify dissertations going out of embargo and notify Graduate College by email on a rolling regular interval.

UPDATE: Not yet started, will add to Sara's list

* Embargo release for dissertations after 2008

Action Items:

* When Logan returns in April, he’ll double-check his list of 1/1/2008 to 8/18/2013 Proquest dissertations against the data provided to Karen by Institutional Research & Reporting and send a comprehensive list of all dissertations, with author addresses, to the Graduate College.

UPDATE: David and Tao are working on this

* Graduate College will send targeted lists to each college/department and request that they contact dissertation authors and/or make a decision on embargo periods and report back to Graduate College by November 1.

UPDATE: Waiting on library to produce lists

* Related Item: Logan will test a submission workflow that requests the student’s current and future addresses only if an embargo is requested. The student and the degree-granting department will be responsible for keeping the address up-to-date.

UPDATE: Not yet started

* Submissions to Graduate College instead of major department. Example:

Prasad Hemantha Maddumage Don

<https://shareok.org/handle/11244/7902?show=full>

There are actually over 2,400 like that, in the “Other” location:

<https://shareok.org/handle/11244/110>

OU IT may be able to help us identify the colleges/departments those students graduated from. Would Graduate College be OK with us investigating that with them and then report back to you?

Action Item: When Logan returns in April, he’ll compare the list from IR&R to the dissertations in the “Other” category and see if we can script a mass change.

UPDATE: David and Tao are working on this, only 80 of the items in question had college/department info in the IR&R data. Those have been updated.

* DSpace upgrade in mid-May after submission deadline

Action Item: Repository Services will upgrade DSpace to version 4.1 after the May 9 dissertation submission deadline, and will involve the Graduate College in testing.

UPDATE: Won't be able to do this until Winter 2014-2015 Intersession.

* Collapsing of the hierarchical organization

Action Item: Before the Fall 2014 semester, Repository Services will demonstrate on the test server what it would look like to collapse the hierarchical College / Department structure into the metadata for items. This would simplify management of SHAREOK, reduce the number of pull-down selections a submitter must wade through, and allow more precise searching by other systems.

UPDATE: Complete

* File naming conventions for dissertations

Action Item: In the next revision to the Graduate College Dissertation Packet, suggestions will be made to candidates that they employ more descriptive file naming techniques (e.g., 2014\_Vaughan\_Sara\_E\_Dissertation).

UPDATE: Complete

* Enhanced dissertation files

Action Item: Some post-docs (Kerry Magruder is a good example) have indicated that they have better electronic versions of their dissertations than what ProQuest/UMI would accept. The Graduate College will think about the best way to handle such requests.

UPDATE: Complete

Other business:

I forgot to include this in our list—another thing for the Graduate College to think about….

Action Item: The library and the VPR Office have as a goal to work with faculty and grad students to store, organize and make available their research data sets. We’d like to put in the dissertation submission workflow a prompt (optional) requesting the deposit of data sets used in the dissertation. This is a big deal, we know! But please add this to things for the Graduate College to think about.

UPDATE: Let's continue this discussion.

**SHAREOK - Graduate College Priorities, Fall 2014**

**Summary**

**Priority**

**Explanation**

**1. Email Notification upon Rejection**

High

Trigger notification email upon rejection of a submission. If the student/submitter is already receiving this email, we need the GC counselor who rejected the submission to be copied on that email. (If that isn’t possible, we need the [shareok-dissertation@ou.edu](mailto:shareok-dissertation@ou.edu) list to be copied.)

Next in the developer queue

**2. Email Notification upon Final Approval**

High

Trigger notification email upon final approval of a submission. If the student/submitter is already receiving such an email, we need for the GC counselor who gave final approval to be copied on that email. (If that isn’t possible, we need the [shareok-dissertation@ou.edu](mailto:shareok-dissertation@ou.edu) list to be copied.)

Same issue as #1 above, next in the developer queue

**3. Refine Email Subject Headings**

Medium

Currently, the subject for all new submission emails is “DSpace: You have a new task.” The submitter’s name and “SHAREOK” should be included in the email subject line.

Complete

**4. Task Pool Access**

Medium

~~Low~~

Allow all Grad College Dissertation Approvers access to all dissertation submissions in progress, even if they have been taken out of the task pool and are currently “owned” by a specific approver. If this is not possible, at least Sara Vaughan ([saravaughan@ou.edu](mailto:saravaughan@ou.edu)) and Kristin Meyers ([kglenn@ou.edu](mailto:kglenn@ou.edu)) both need some form of administrator access and oversight for dissertations.

Permissions issue, still working on a permanent solution, in the meantime we'll make Sarah and Kristin administrators.

**5. Workflow Customization: Describe Step**

Medium

Integrate Karen’s language regarding abstracts and subject keywords from the [*Dissertation Instruction Packet*](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Doctoral/DissertationPacket.pdf). The vast majority of students have been selecting only one subject keyword.

Complete, needs review by Karen

**6. Workflow Customization: Access Step**

Medium

Advise submitters of the 100-character limit for the embargo reason field, and include the following language: “Embargoes require advance approval according to the policy in the Graduate College *Dissertation Instruction Packet*. Please contact your Graduate College counselor if you have questions or concerns.”

Requires custom coding, have assigned this to our consulting company @mire

**7. Open Files in New Tab**

Low

It’s been suggested that SHAREOK items and submissions would be easier to navigate if .PDFs and other files that open in the web browser were targeted to a new window or tab, instead of opening in the current window/tab.

Sara will discuss with colleagues, the new "Open in Document Viewer" functionality may negate the need for this.

**8. Refine Email Notifications for New Submissions**

Low

We would like for the Grad College Dissertation Approvers list ([shareok-dissertation@ou.edu](mailto:shareok-dissertation@ou.edu)) to only receive notification emails for dissertations submitted, as opposed to other open access publications.

Complete