Apereo Board Meeting Minutes: November 20, 2017

Officers:

Chair: David Ackerman   Vice Chair: Lucy Appert
Treasurer: Charlie Leonhardt   Secretary: Doug Johnson

Executive Director: Ian Dolphin

Called to Order: 0907 AM EDT	Adjourned: 0957 AM EDT

ATTENDING

David Ackerman	Ian Dolphin	Shoji Kajita
Lucy Appert	Mathilde Guerin	Charlie Leonhardt
Tim Carroll	Jim Helwig	Jeremy Rosenberg

Apologies in Advance: Cheryl Brown

Absent w/o notice: Laura Gekeler, Doug Johnson, John Lewis, Theresa Rowe

Approval of October Minutes:
- Suggested edits: Remove temporary link to budget narrative.
- **Moved to Approve with edits**: Jim Helwig   **Seconded**: Lucy Appert
  - **Approved** *Nem Con*

Financial Report
- Deficit seems to be result of written off memberships.
- Charlie & Ian will meet with Linda next week to discuss oddities in reporting. They will also request school-specific and project-specific reporting.
- Ian and Jen have been working on membership over the past couple of weeks and hope to see results coming out of that.

ED's Notes
- A Board decision needed on Incubation item 4b*:*
  - *Open Learning Analytics Processor has attracted no development effort for twelve months, and has been superceded in use by Apache Spark/Hadoop. The IWG is currently considering placing Open LAP in the "unsponsored contribution" category, as per our incubation process. It would be clearly labelled as such on the web site, with the meaning clearly explained.*
  - This code is suitable for use in querying data and may become the basis for other projects. The code would be reviewed regularly by the Incubation Working Group and if it has not been picked up in a year, we can review and decide to remove it from unsponsored projects. Note that this will be a new process for the IWG that the board can determine. Making this process more explicit will be a good task for the IWG review.

- **Board Strategic Planning - Process** - See document "Apereo Strategic Planning Process 2017-2018"

- o Jim and Ian will work to get a discussion going on list, with any issues arising to be resolved at December board meeting.
- o The intro paragraph for the conference themes is a good place to look at what the strategic work results might look like. Responders are encouraged to look at that document.

- **Board Strategic Planning -** "Where is Higher Ed?"
  - o Items are available in November Board folder for quick access.

Adjournment: 09:57 (EDST)
- **Moved to Adjourn:** ???   **Seconded:** Lucy Appert
  - *Approved by consensus*

Executive Director's Written Report

Items not discussed in the Board meeting

Conference planning.

(a) Has commenced with identification of key issues facing Higher Ed and education IT, based around recent EDUCAUSE documentation as grounding. Draft CfP is in development at https://docs.google.com/document/d/1FY1Muxo97h9dL3bhIADPNWYUcAbJ6MSsHdm4SRvsh7I / Comment from the board is welcome. The CfP is timed for release in late November/early December. The Board strategic planning exercise can feed into the conference planning process.

(b) Open Apereo 2018 will be a "stop" on the OSI "World Tour" celebrating 20 years of the open source definition. OSI will fund a keynote (I have requested a speaker on women in open source), and further sponsorship.

(c) The conference planning committee is exploring the potential for securing sponsorship for individual attendence for those who face financial obstacles - especially for those from the developing world. If any Board member has a source of funding (particularly a source that could otherwise not be unlocked), please contact me.

Press releases around the EQUELLA acquisition and LAMP MoU were well received on social media, and coincided with EDUCAUSE Conference. Australian HE comment was particularly interesting. I will attend LAK, the SoLAR Conference in Sydney in March 2018, and am working with our new commercial partner, Edalex, to maximise the impact and usefulness of the visit.

Incubation

(a) Our new mentors, **Dede Hourican (Marist), Lars Kiesow (U Osnabruck), and Sam Lee Pan (U Cape Town)** have volunteered to mentor **EQUELLA, Notifications Backbone (Edinburgh) and Tsugi,** respectively. It should be noted that this represents the first engagement with the incubation process from members of the Sakai and Opencast communities. Negotiations with OSSWatch (U Oxford) to provide mentor training have begun. Susan Bramhall has retired as an incubation mentor. Further calls for mentors will be issued before the end of the year.

(b) We are proceeding to draw together incubating analytics projects, with the exception of Open Learning Analytics Processor, in order to develop appropriate governance further - in the first instance an advisory board. This will include Student Success Plan. The working name for this meta-project is Shuhari (see https://en.wikipedia.org/wiki/Shuhari and https://www.martinfowler.com/bliki/ShuHaRi.html). Thanks to Shoji-San for the suggestion. Our IP attorney has suggested that the registered marks in this name are different enough (mainly around catering) to make Trademark application straightforward. Open Learning Analytics Processor has attracted no development effort for twelve months, and has been superseded in use by Apache Spark/Hadoop. *The IWG is currently considering placing Open LAP in the "unsponsored contribution" category, as per our incubation process. It would be clearly labelled as such on the web site, with the meaning clearly explained.*

LAMP joint Board call. Is scheduled for Friday December 8th at 1500 GMT, 1000 US Eastern

Ian attended, and presented at the **Learning and Student Analytics Conference** at U van Amsterdam in October. Slides are available via OAE and Slideshare at https://www.slideshare.net/IanDolphinSakai/apereo-learning-analytics-overview

The Sakai Virtual Conference (14th November) attracted 334 attendees and received a very positive response. Financials will be presented when available.

The **regular liaison meeting with ESUP-Portail** will take place in Paris on Wednesday 22nd November. In addition to general issues, the meeting will consider the current state of OAE, Learning analytics and Karuta ePortfolio work in France.

The new-look **Newsletter** was issued during w/c 13th November. Thanks, as always to Lucy Appert for her efforts in making this happen. Deadline for the next issue is December 1st.

Information Items

Upcoming Events
- 6th December 2017 1200 US Eastern - uPortal Webinar (online)
- w/c 29 Jan 2018 - EDUCAUSE Learning Initiative Conference, New Orleans, USA
- 20th-24th January 2018 - Sakai Camp, Orlando, Florida, USA
- 6th February - Apereo/ESUP-Portail Event, l'Université Paris Descartes, Paris, France
- 14th-16th February - Opencast Summit, University of Vienna, Austria
- 15-16th February - Spanish Sakai Meeting, Lleida, Spain
- 28th February - Ja-Sakai Conference, Nagoya University, Japan
- 7th-9th March - LAK 2018 including LAK Hackathon, University of Sydney, Australia (approved by organizing committee 16 Oct 17)
- 27th-28th (also possibly developer event 26th) March - Xerte Meeting, Venue TBC, possibly Nottingham, UK
- 8th-9th May - Apereo Africa, North West University, Potchefstroom Campus, Republic of South Africa
- 3rd-7th June - Open Apereo 2018, Montreal, Quebec, Canada
- 24th-26th July - 2018 Annual Sakai LAMP Camp. Pedagogy and Technology Conference, USA

- Apereo Webinars: https://www.apereo.org/content/apereo-events
- **More events** will be listed at https://www.apereo.org/events

Pending Action Items

[Note: Recently completed Action Items are in **Brown** and will be removed in the next iteration of the Board Minutes. Changes and updates are in **Red** through subsequent Board meeting following the change.]

1. **Additional Position Discussion (21 January 2014)**
   - ***Tabled subject to available finances***
   - Primary thinking is a "community manager" to focus on growing existing communities (regional and others) and facilitating new communities.

2. **Inbound licensing**
   - Discussion tabled in Oct. and Nov. needs to be brought forward to completion

3. **Major Institutional Issues:**
   - Open discussion on the major challenges currently facing each of our institutions
   - *Tabled from May meeting due to time constraints*