DHSS Showcase

Public Facing Report #2

Friday, 28/1/2022

Cael Burkhardt
Kadin Benjamin
Nick Pels

We believe Digital Humanities (DH) is a collaborative effort to

> *…advance the humanities in a networked world*
> *…inform the development and treatment of tech and media by the humanities and vice versa*
> *…study and apply accessibility, inclusion, and sustainability*
> *…foster new forms of inquiry*
> *…develop those efforts from each other*
> *…and improve DH*

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1. Progress Report

Completed

We have continued Marissa Burkland's and Andrew England's work for the DHSS Showcase, expanded the project definition, wrote guidelines for project management, progress tracking, and accountability, created a timeline to measure our progress towards completion, met with project advisors, and integrated rudimentary version tracking for the DHSS Showcase site.

In Progress

We are redesigning the website for multipurpose use, upgrading version control to Git, creating promotional content (like emails, posts, and flyers), learning RIT-brand affiliation requirements, and collaborating with CBOX OpenLab developers for troubleshooting their code and site functionality.

To-Do

We will brand, check the accessibility of our site, use test, fix use barriers, promote the site, and write guidelines for sustainability / transferring responsibility.

Specific Updates

- Help menu and page development has begun
- Other capstone teams are using the site to represent their project
- We gained access to DHSS social media, which we'll use to promote the major, site, and other projects
- Web development continues to introduce new problems and features, but we're on track :)

2. Project Proposal

Outline

1. Problem Statement
2. Background & Justification
3. Research Questions
4. Possible Outcomes
5. Project Description (tentative)
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Problem Statement

Presently, DHSS[1] engages students and professors with a diversity of work. It is a critical, community-oriented study and application of computing, humanities, and design. While it embodies the values of DH in its curriculum, it is active without a digital presence that does similarly.

Internally, that facilitates students and professors who are unaware of each other, their work, their backgrounds, and their interests, which hinders shared knowledge, community, and growth that may otherwise exist.

Externally, it facilitates prospective students, professors, administrators, and parents who are unaware of DH and DHSS or confused by how they are presently represented. Furthermore, graduates can expect their capstone projects will not be accessible to current students and professors, and similar expectations may hinder developing sustainable or scalable qualities of those projects.

With a digital presence that embodies the values of DH, we believe DHSS will be empowered. Building on the efforts of past capstone students, we will develop an interactive and representative DHSS Showcase to celebrate the major's staff,

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[1] 'DHSS' will be used equivalently to 'DH at RIT'.

professors, and students, create community and growth, and give visibility to an evolving and increasingly relevant discipline.

Background & Justification

2020-2021 DHSS capstone students Marissa Burkland and Andrew England began working on a digital-commons website for DHSS, named DHSS Showcase. In "Governance of Online Creation Communities for the Building of Digital Commons", Mayo Fuster Morell describes digital commons as online communities for "building and sharing a common-pool resource" by collaboratively organizing and integrating "dispersed information and knowledge resources;" they are shared digital spaces built by and for collaboration and inclusion, so they are DH by design and effective tools for supporting it (Morell 2014).

Using Wordpress and Commons in a Box (CBOX) OpenLab, a Wordpress plugin, Burkland and England laid foundation for a scalable and sustainable digital presence of DH at RIT. The website (https://dhssatrit.cad.rit.edu/) affords user-accounts and many features available to them: creation of digital-portfolios, creation of project-pages, and contribution to discussions, and with or without an account, any user can view those, DH courses, events, and a shared calendar.

Given those features, possibility of more, and the easy editing capabilities built into Wordpress and CBOX OpenLab, we believe we can approach our goals for visibility of DH at RIT by continuing to develop the DHSS Showcase project from where Burkland and England left it. Additionally, since we won't begin from scratch, we believe our possibility of delivering a finalized project based on the values of DH is greater.

Research Questions

1. How can a centralized but shared digital space, specifically a digital commons create visibility for DHSS?
2. Who benefits by archival practices based on the values of DH as described?
3. How can we promote a functioning showcase site to achieve our goals?
4. How do the limitations imposed by Commons in a Box define our scope?

Possible Outcomes

The performance outcome of this project is creation of a sustainable and accessible site available to both those in DH at RIT and those outside of it, including prospective students and their parents. Sustainable in that it will be easily updated without having to overhaul everything, and accessible in the sense that people of varying levels of media literacy, as well as disability will be able to use it. Through

sustainability, the project should also become scalable, able to be used or replicated for other departments.

While initially created to showcase the capstone projects of prior years, the main goals of our undertaking are using the showcase to create community and promote the program/department. Course information will have a dedicated page on the site, and professors will have their contact and background information listed. The submission of items to the showcase will be made a job of the end users, making them responsible for uploading and maintaining their own project (unless an alternate maintainer has been selected). Projects that are uploaded will be associated with searchable tags, a way to organize projects based on self-described and predefined categories. This tag system will extend to project status, be that ongoing, needs help, abandoned, or completed. Documentation on administration of the site will be created so that the site can be maintained by future students.

If possible, we would like to display DH related news on the showcase as a way to feel like a part of the larger DH community. Professors will be associated with courses they have taught in an attempt to help people find in-department advisors for projects. Additionally, we hope to create a user submission-built database of jobs that alumni have both applied to and received, as a way to help students who are uncertain of future career paths.

In short, the showcase is intended to be an online space for RIT's DH community, not just for their projects and portfolios.

Minimum Deliverables

- Advanced search
- Account creation, synced with RIT login
- Distribution of information related to DH at RIT: courses, professor and student contacts, professors and student portfolios, events, projects, etc.
- Accessible and user-friendly website
- Sustainable project
    - Comprehensive project documentation
    - Guidelines for transferring responsibility for the project

Stretch Goals

- Distribution of DH related news
- Searchable database of jobs and co-ops students have received
- Searchable database of digital tools, associated with the DH projects that used or use them

Project Description (tentative)

For a DH Showcase that achieves or supports achievement of those outcomes, we hypothesize developing and delivering the following, overlapping foci are necessary.

1. Project Management
2. Knowledge of Tools & Practices
3. Site Design
4. Data Modelling, Management, Collection & Curation
5. Project Sustainability
6. Project Promotion

Rather than regarding that list as comprehensive and final, we choose to utilize it as guiding, open-ended, and worthy of reevaluation, since our understandings of the project will change as it evolves.

Project Management

- Establish Guidelines
- Weekly meetings during Sundays, assumed to start at 5 PM
- Check-ins after class during Mondays, Wednesdays, and Fridays
- Communication in Showcase-specific Discord & Slack channels
- Meeting documentation
- Progress log
- Google Calendar
- Trello

Knowledge of Tools & Practices

- Tool documentation
- Research to inform efforts in other foci with relevant scholarship
- Public Zotero group to collect that scholarship into an annotated bibliography
- Showcase tutorial design / tutoring sessions
- Faculty advisors

Site Design

- CBOX OpenLab
- Wordpress
- Web development
- Web design
- Accessibility design

- Data representation
- Bug / use testing
- Documentation of site design practices

Data Modelling, Management, Collection & Curation

- Data modelling for different aspects of the site: courses, profiles, projects, portfolios, and tools
- Allocation and maintenance of storage space for Showcase-creation data, like planning documents, and Showcase-application data, like source code, project descriptions, etc.
- Creation and maintenance of databases for different aspects of the site
- Outreach to crowdsource and collect data from professors and students
- Data entry, tagging, and relation
- Documentation of data practices

Project Sustainability

- Version control
- Project documentation
- Sustainability design
- Guidelines for encouraging future capstone classes to participate in sustaining the project (i.e. creating accounts and uploading their projects)
- Guidelines for transferring responsibility for the project

Project Promotion

- Promotional content design
- Promotion to DH students and professors via different communication channels
- Promotion to RIT staff for press
- CLA Majors Presentation
- Imagine RIT
- Documentation of promotional practices

Specializations

We want to maintain a style of work we're comfortable with, and constraining each team member to the stricter expectations associated with roles felt against that. Instead, we've agreed to specialize our efforts to satisfy different project requirements without denying opportunities to collaboratively meet them.

Cael Burkhardt

Accessibility design, Sustainability, Web development & Data management

Kadin Benjamin

Project documentation, Writing / editing, Web design, Data modelling & Promotional content design

Nick Pels

Outreach, Tool documentation, Tutorial design / tutoring, Bug / use testing & Data collection

Notes

As recognized by section "Project Description (tentative)", how we identify with this project proposal may change over time, and we may want to update it for various reasons. As a result, this document will also function as an image of our progress, and we are responsible for informing any dependents to changes we make. If those changes will directly impact dependents' relationships to the project, then we will discuss those changes with the dependents before applying them.

References

Burkland, M., & England, A. (2021). *DHSS Showcase*. Retrieved October 24, 2021, from https://dhssatrit.cad.rit.edu/

CUNY Academic Commons. (n.d.). *Commons In A Box*. Retrieved October 24, 2021, from https://commonsinabox.org/

Morell, M. F. (2014). Governance of online creation communities for the building of digital commons: Viewed through the framework of the institutional analysis and development. *Governing Knowledge Commons*. https://www.academia.edu/28640291/Governance_of_online_creation_communities_for_the_building_of_digital_commons_Viewed_through_the_framework_of_the_institutional_analysis_and_development

3. Project Management (Guidelines & Practices)

Outline

1. Leadership Model
2. Team Meetings & Check-Ins
3. Project Documentation & Self-Awareness
4. File naming convention
5. Digital Management Tools & Dependencies
6. Bibliography & Citation Style

Leadership Model

We will operate with a flexible hierarchy that prioritizes consensus over direction from any particular team member, so each can serve as a leader. Together we can become an equilateral triangle.

Team Meetings & Check-Ins

Our weekly meetings are for reflecting on our progress, elaborating goals, discussing what we want to accomplish before the next meeting, and reevaluating our projected progress. They are grounding.

2021 Fall Semester

We agreed to meet weekly during Sundays, starting at 5 PM, but if during any week another start time or day works better, then we will meet then instead. If during any week we decide we'll benefit by additional meeting time, then we'll try to schedule more. Additionally, we will check-in after our Capstone classes during Mondays, Wednesdays, and Fridays.

Winter

We plan to continue our weekly meeting schedule and scheduling protocol.

2022 Spring Semester

We plan to continue our weekly meeting schedule and scheduling protocol.

Project Documentation & Self-Awareness

Document of Documents

As part of our effort to track this project's dependencies for sustainability, we will represent most of the files we create and use for it as entries in an easily exportable database. Presently it excludes representations of HTML, CSS, PHP, and other web files, but they may be included in future documentation.

In the database, each entry (row) is a specification of the attribute types (columns): Document Title, Project Name, Version Number, File Extension, Medium, Foci, Link, and Description. The database is generalized by the following relational model.

Document (**document title**, project name, version number,
file extension, medium, foci, link, description)

Document Title ~ the primary key or necessary attribute type, so each entry in the database will specify it. Document Title should be specified like Document_Title. For example, Document_of_Documents is a Document Title.

The other attribute types are not necessary, meaning each entry can specify values in the associated columns but may not. That is because certain attribute types don't describe all our documents. For example, some documents won't be assigned a Version Number, because they are intentionally living.

Project Name ~ specified like _Project_Name. For example, _DHSS_Showcase is a Project Name.

Version Number ~ specified like _v#. For example, _v1 is a Version Number.

File Extension ~ specified like .fileextension. For example, .pdf is a File Extension.

Medium ~ more flexible domain, but values like text, photo, video, etc. are Mediums, and multiple values, separated by semicolons, can represent the Medium of a document. For example text;photo is a multi-value Medium.

Foci ~ specified by one of the overlapping foci defined in our Project Proposal: Project Management; Knowledge of Tools & Practices; Site Design; Data Modelling, Management, Collection & Curation; Project Sustainability; and Project Promotion.

Link ~ specified by a shareable and permanent link to the document being represented.

Description ~ specified by explanatory text.

Meeting Minutes

For project documentation, accountability, progress tracking, and informing later meetings, we will document our meetings as formatted text entries, which are presently generalized by the following excerpt from our DHSS Showcase: Meeting Minutes document.

***StartTime-EndTime*, Month Day#, Year#**
Attendees: list of who attended
Topics: list of descriptive topics
Started: list of started tasks
Completed: list of completed task
Ongoing: list of ongoing tasks

A note of an event, discussion, etc.
- sub note if applicable
- ....

…

Project Proposal

Our project proposal functions for project documentation, accountability, and defining, justifying, and guiding our efforts and goals. How we identify with it may change over time, and we may want to update it for various reasons. As a result, our project proposal and later versions will function as images of our progress, and we are responsible for informing any dependents to changes we make. If those changes will directly impact dependents' relationships to the project, then we will discuss those changes with the dependents before applying them.

Progress Tracker & Progress Tracking

We will track our progress from multiple perspectives: an easily shareable and exportable database that logs tasks, subtasks, their links, their associated due and completion dates, contributors, and other information; a Trello that functions similarly but with more task specificity; our Timeline; and our Meeting Minutes. Together with versioning, they provide an image of our progress and can inform future work.

Tool Documentation

Tool documentation is integral to ensuring a sustainable project and website; it will serve both as documentation of their digital dependencies and our use of them to inform future developers and users (by help guides).

Version Control

      Version control and tracking will help facilitate the sustainability of the project by facilitating progress tracking and reversion to past builds of the project or site, which supports testing and implementing new features / updates.

File Naming Convention

      This convention applies only to the files represented by our Document of Documents. The filename of any document equals the concatenation of its Document Title, Project Name, Version Number, and File Extension values, generalized by Document_Name_Project_Name_v#.fileextension.

Digital Management Tools & Dependencies

      CBOX OpenLab, Discord, Forminator, Github, Google Docs, Google Drive, Google Sheets, Trello, Wordpress, Zotero.

Bibliography & Citation Style

      We will format our bibliographies and citations to meet the citation guidelines of the American Psychological Association, 7th Edition.

4. Timeline

Outline

1. Statement of Conditionality
2. Timeline

Statement of Conditionality

Given our newness to developing a capstone, unanticipated factors, and potentially over- or under- estimated workloads, we will treat our Timeline as an open-ended guide that can be reevaluated. We scheduled two such reevaluations, one during the week before the Spring semester and one during Spring break, but we may need to modify it earlier. That decision can be determined by comparing this document to our Progress Tracker, Trello, Meeting Minutes, and how we feel about the progression of the project.

Timeline

2021 Fall Semester

11/18/2021, 11 AM, Meet Rebekah Walker, potential Data Collection advisor

11/23/2021, 11:30, AM Meet Whitney Sperrazza, potential DH advisor

Week 13, Begin developing Abstract and MOUs with advisors

12/7/2021 Complete all project planning deliverables, MOUs, and our project presentation slides

12/8-15/2021 Capstone project presentations to DH faculty, and start learning CBOX OpenLab

Winter Break (12/16/2021 - 1/9/2022)

12/19/2021, First meeting of Winter (may push to Monday)

Week 1, Cael will set up version control and workflow, beginning the project's Sustainability guidelines, Nick will begin tool documentation and promotional content, and Kadin will begin data modelling.

Week 2, Make site accessible (menus, layout, colors, typefaces, site infrastructure, etc.), including accessibility documentation, test accessibility and functionality.

Week 3, Implement user blog functionality, apply minor edits to webcontent (like About page), and continue previous efforts. Implement data models and master tags. Test the functionality and accessibility of the site.

Reevaluate Timeline before returning to school.

2022 Spring Semester

Week 1, Nick will begin development of promotional material, a stock promotional email and the invitation function of our site; Cael will follow up with Brad about installing git on our server, write for our help pages, and try to replace the default icon; Kadin will continue web design, writing for the website's footer and About page, and communicating with CBOX OpenLab developers to fix bugs.

1/14/2022, Friday, Public Facing Report due

Week 2, Nick will begin RIT branding research for using their logo and approval on our site; Cael and Kadin will continue front / back end design and learn / setup blog functionality; we will try to schedule class time for our capstone peers to create accounts and upload their PFRs onto our site while recording their feedback; we will manually enter DHSS course information into our database

17/10/2022, Monday, Nick will email advisors for scheduling meetings with them to check in and update them.

Week 3, Kadin will continue web-design; Nick will continue promotional material design (like emails, Discord posts, and digital fliers of different aesthetics), and he will implement or give instructions for implementing RIT's branding advice to cohere; Cael will integrate Git (if it is installed onto our server); we will meet with our advisors and polish the site. Additionally, Kadin will try to compile a database of photos for the site from Jess and using Cael's camera.

1st Week of February, have a functioning and accessible build of the site.

Begin project promotion.

Early February, Nick may be out of town.

Before or after Spring Break, Nick may be out of town.

Week before Spring Break, reevaluate Timeline

3/6-13/2022, Spring Break, optional work

Rough draft of sustainability guidelines / guidelines for transferring responsibilities

April 1, 2022, Deadline for most stuff???

April 23, 2022: Imagine RIT & Project Presentation

Complete sustainability guidelines / guidelines for transferring responsibility and have a sustainable project

April 27 - May 4, Final Exams

May 6-7,2021, Commencement ceremonies

5. Annotated Bibliography

Outline

1. Zotero Group Link
2. Annotated Bibliography

Zotero Group Link

https://www.zotero.org/groups/4502469/dhss_showcase/library

Annotated Bibliography

1. Miller, A., & Taylor-Poleskey, M. (2020). A conversation for developing sustainable digital projects. In M. M. Balkun & M. M. Deyrup (Eds.), *Transformative Digital Humanities: Challenges and Opportunities* (1st ed., pp. 103–119). Routledge. https://doi.org/10.4324/9780429399923. This text brings up important questions regarding digital preservation, specifically of DH projects. It also goes into some small-scale ways to improve sustainability of projects/preservation services. The most notable question this brought to me was "what happens after everyone involved in a project has left the institution?"

2. Morell, M. F. (2014). Governance of online creation communities for the building of digital commons: Viewed through the framework of the institutional analysis and development. *Governing Knowledge Commons*. https://www.academia.edu/28640291/Governance_of_online_creation_communities_for_the_building_of_digital_commons_Viewed_through_the_framework_of_the_institutional_analysis_and_development. This chapter will help guide our development of a digital commons and an answer to our 4th research question. While open access is necessary for both online creation communities (OCGs) and digital commons, community governance like "community control over infrastructure" is additionally necessary for digital commons. The chapter raises relevant questions about ownership, membership, and participation from a perspective of institutional analysis and development (IAD).

3. Owens, T. (2018). *The Theory and Craft of Digital Preservation*. Johns Hopkins University Press. http://ebookcentral.proquest.com/lib/rit/detail.action?docID=5339543. Owens outlines in this text four important aspects of digital preservation, as well as some methods for carrying those out. There is a strong focus on

preservation as the work of institutions, not just individuals. The institution this would affect in this case, would specifically be the RIT DHSS Department.

4. Sabharwal, A. (2015). *Digital Curation in the Digital Humanities: Preserving and Promoting Archival and Special Collections*. Elsevier Science & Technology. http://ebookcentral.proquest.com/lib/rit/detail.action?docID=2028120. Sabharwal focuses on curation and the challenges and opportunities that come with digital curation. This text is aimed at DH practitioners, and has an entire chapter dedicated to information architecture & hypertext. Hypertext and the preservation of links it stores will be an important part of the showcase.

6. Memorandums of Understanding

Faculty Advisor: *Rebekah Walker*
Academic Year: *2021-2022*
Project Title: *DHSS Showcase*

Memorandum of Understanding

This Memorandum of Understanding (MOU) states the agreement between the Faculty Advisor, *Advisor Name*, and the student team of *DHSS Showcase,* Kadin Benjamin, Cael Burkhardt, and Nick Pels.

Advisory Area:
- *Data collection/management*
- *Documentation*

Advising and Meetings:
- *Updates and meetings roughly once a month*

Feedback:
- Faculty Advisor will provide the Capstone Instructor, *Jessica Lieberman*, with written feedback on student progress and the project
- Faculty Advisor is not required to grade this project, but *her* feedback will be crucial in the determination of project progress and grading by the Capstone Instructor

Nick Pels, Project Lead

Signature: _____
Date: __12/15/21__ *OC Name, Outreach Coordinator (if applicable)*
Signature: _____
Date: _____ Jessica Lieberman, *Capstone Professor's Name*
Signature: _____
Date: _____

Rebekah Walker, Faculty Advisor

Signature: _____ Date: 12/17/2021

Faculty Advisor: *Whitney Sperrazza*
Academic Year: *2021-2022*
Project Title: *DHSS Showcase*

Memorandum of Understanding

This Memorandum of Understanding (MOU) states the agreement between the Faculty Advisor, *Whitney Sperrazza*, and the student team of *DHSS Showcase,* Kadin Benjamin, Cael Burkhardt, and Nick Pels.

Advisory Area:
- *Accessibility*
- *Digital Humanities major reference*

Advising and Meetings:
- *Updates and meetings roughly once a month*

Feedback:
- Faculty Advisor will provide the Capstone Instructor, *Jessica Lieberman*, with written feedback on student progress and the project
- Faculty Advisor is not required to grade this project, but *her* feedback will be crucial in the determination of project progress and grading by the Capstone Instructor

Nick Pels, Project Lead

Signature: _____

Date: __12/15/21__ *OC Name, Outreach Coordinator (if applicable)*

Signature: _____

Date: _____ Jessica Lieberman, *Capstone Professor's Name*

Signature: _____

Date: _____

Whitney Sperrazza, Faculty Advisor

Signature: ____ _____ _____ Date: 12/17/2021

Faculty Advisor: *Liz Lawley*
Academic Year: *2021-2022*
Project Title: *DHSS Showcase*

Memorandum of Understanding

This Memorandum of Understanding (MOU) states the agreement between the Faculty Advisor, *Advisor Name*, and the student team of *DHSS Showcase,* Kadin Benjamin, Cael Burkhardt, and Nick Pels.

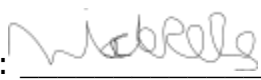**Advisory Area:**
- *Sustainability*
- *Web Development*

Advising and Meetings:
- *Updates and meetings roughly once a month*

Feedback:
- Faculty Advisor will provide the Capstone Instructor, *Jessica Lieberman*, with written feedback on student progress and the project
- Faculty Advisor is not required to grade this project, but *her* feedback will be crucial in the determination of project progress and grading by the Capstone Instructor

Nick Pels, Project Lead

Signature: _____
Date: __12/15/21__ *OC Name, Outreach Coordinator (if applicable)*

Signature: _____
Date: _____ Jessica Lieberman, *Capstone Professor's Name*

Signature: _____
Date: _____

Liz Lawley, Faculty Advisor

Signature: _____ Date:

7. Related Documents & Links

DHSS Showcase https://dhssatrit.cad.rit.edu/

Proposal Presentation
https://docs.google.com/presentation/d/1CFAppDKxMwy22_jjMiVwSx96YhZdVPYYtdS4H_5wQPY/edit?usp=sharing