2015

We Came, We Saw, We Conferenced: Capturing and Sharing Campus Events at Georgia Southern

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We Came, We Saw, We Conferenced: Capturing and Sharing Campus Events at Georgia Southern

Debra Skinner
Interim Department Head & Coordinator of Cataloging and Metadata

Ashley D. Lowery
Digital Collections Specialist
Introduction
Institutional Repository at Georgia Southern began in 2009 with locally hosted Eagle Scholar.

- Dspace platform
- Part of 3 year grant with Georgia Tech
- Grant combined local institutional repositories into statewide GKR – GALILEO Knowledge Repository
- Grant was for 3 years, extended to 4
- Not sustainable after the grant
- Little faculty support other than ETD archiving
Why Move to Digital Commons?

What Faculty Wanted – Not offering a service with no market as feared but there existed a market for more, different, better services!

Technology – Attended “Cooperative Curation Symposium and Workshop” at Georgia Tech in August of 2012 and realized we could never offer services needed on our own.
What do Faculty Want

- Place for a personal professional website with links to download or access their articles
- Include all publications whether full text is open access or not
- Include grants, honors awards – the full CV!
- Faculty Showcase

“I want to put my entire CV into the Repository.”
A Suite of New Services

- Digital Commons – February 2013
- Digital Collections Specialist – June 1
- Plans
  - Digital Commons set up and move content during summer
  - Promotion to faculty in Fall
- First requests in June with request for both Journal and Conference hosting
- Both had content in Repository but were not hosted there
- Word of Mouth Advertising
First Journal and Conference

International Journal for the Scholarship of Teaching & Learning is an open, double-blind peer reviewed electronic journal published twice per year by the Centers for Teaching & Technology at Georgia Southern University. The journal is an international forum for research and information about the scholarship of teaching and learning (SoTL) and its applications in higher/tertiary education.

Submission Deadlines: September 15th for the January issue and March 15th for the July issue

Current Issue: Volume 9, Number 1 (2015)

Invited Essays

- PDF: Editors Note
  Laura B. Regassa and Delena Bell Gallah
- PDF: The More Things Change, The More They Stay the Same
  Kathleen McNerney

Research Articles

- PDF: An Investigation of the Problems and Impacts of Graduate Student SoTL Programmes: Observations and Recommendations from a Single Institution
  Anaya L. Clark and Cynthia Braine
Partnerships

- *Continuing Education* – The first journal and conference request led to partnership for almost all conferences
- *College of Graduate Studies* – Revamp of ETD process
- *Office for Research* – Faculty Expertise Search, and Research Symposium, Committee Meeting Minutes
- *Campus Administration* – University Policies
- *University Honors Program* – Publications, theses, videos.
Overview of Tips

Tip #1: Understand YOUR Goals
Tip #2: Establish Boundaries
Tip #3: Know the System
Tip #4: Organize and Anticipate
Tip #1: Understand YOUR Goals

Be able to articulate the answers to the following questions in terms of conferences:

1. How do they relate to the overall mission or goals of your IR?
2. What is your highest priority?
3. How can you achieve your goals and priorities?
Tip #1: Understand YOUR Goals

Example: Highest priority is to archive full-text materials; Achieved by flyers, emails, and personalized schedules.
Tip #2: Establish Boundaries

Post your policies on conferences/events in your IR and reevaluate them periodically.

- Definition of Conference
- Types of Sites
- Realistic Timeline
- Services of the Library
- Responsibilities of Organizers
- Information YOU Need
**Tip #2: Establish Boundaries**

**Definition of Conference/Event**

1. Conferences or events may be one-time events or recurring events such as annual conferences.

2. Conferences or events must be related to Georgia Southern University through students or faculty participation.
Tip #2: Establish Boundaries

Types of Sites

Embedded into the IR

Separate Design from the IR
Tip #2: Establish Boundaries

Realistic Timeline

**Average Time:** 1 Month

<table>
<thead>
<tr>
<th>Initial Request</th>
<th>Design Iterations</th>
<th>Demo Site</th>
<th>Live Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1+ Week(s)</td>
<td>1+ Week(s)</td>
<td>24-48 Hours</td>
<td></td>
</tr>
</tbody>
</table>
Tip #2: Establish Boundaries

**Services of the Library:**
- Provide DC@GS conference/event publishing platform
- Offer guidance on content based on systems’ capabilities
- Train organizers (in-person meetings and written instructions)
- Act as liaison between organizers and bepress
- Archive current and past materials

**Responsibilities of Organizers:**
- Complete Conference/Event Proposal Form
- Provide logos or banner for site
- Customize content (emails, submission agreement/form, review form, etc.)
- Manage peer-review and submission selection process
- Publicize conference/event
Tip #2: Establish Boundaries

Information about the Conference YOU Need

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**DC@GS Conference/Event Proposal Form**

Please complete the form and submit it to the Digital Collections Specialist, Ashley Lowery (lowery@georgiasouthern.edu) to begin the creation of your conference/event site in Digital Commons@Georgia Southern.

<table>
<thead>
<tr>
<th>Event Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event/Conference abbreviation/acronym for URL:</td>
</tr>
<tr>
<td>Desired launch date:</td>
</tr>
<tr>
<td>Will the conference site be embedded in the repository or its own site?</td>
</tr>
<tr>
<td>Is the Event a recurring event?</td>
</tr>
<tr>
<td>Do you have a logo/banner for the site?</td>
</tr>
<tr>
<td>Banner width should be exactly 980 pixels.</td>
</tr>
<tr>
<td>220 pixels is the preferred banner height.</td>
</tr>
<tr>
<td>.eps or .png files are preferred. Do not compress your image file for the web.</td>
</tr>
<tr>
<td>Do you have a submission form you previously used?</td>
</tr>
<tr>
<td>If so, please include it.</td>
</tr>
<tr>
<td>Will the Event use DC@GS for the review process?</td>
</tr>
<tr>
<td>If yes, how many reviewers per submission?</td>
</tr>
<tr>
<td>How many days do reviewers have to complete the review process?</td>
</tr>
<tr>
<td>Is it a double blind review?</td>
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<tr>
<td>Do you want the presenters to see the reviews?</td>
</tr>
<tr>
<td>Is there a list of reviewers to upload?</td>
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<tr>
<td>If so, please attach it.</td>
</tr>
<tr>
<td>Do you have a rubric/criteria for reviewers?</td>
</tr>
<tr>
<td>If so, please attach it.</td>
</tr>
<tr>
<td>Do you need to only Accept/Reject proposals or do you need the options to Accept with Minor Revisions and Major Revisions Required for Acceptance?</td>
</tr>
<tr>
<td>Are there back files of content to upload?</td>
</tr>
<tr>
<td>If yes, explain.</td>
</tr>
<tr>
<td>Who are the sponsors of the Event?</td>
</tr>
<tr>
<td>Person(s) filling out form:</td>
</tr>
</tbody>
</table>
Tip #3: Know the System

To know the system, you must understand the system from the perspectives of potential presenters, reviewers, and administrators.

- Demo sites yourself
- Create training materials
- Assist all users with technical issues
- Innovate the system with new ideas
Tip #3: Know the System

After clicking on the title of a proposal, you will see the Submission Metadata page. Click “Yes” in the drop down menu near Locked by Administrator. This will prevent presenters from editing their proposal during the review process. Once it is locked, click on Reviewers on the left-hand menu to request reviews of this proposal.
Tip #3: Know the System

To know the system, you must understand the system from the perspectives of potential presenters, reviewers, and administrators.

- Demo sites yourself
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- Innovate the system with new ideas
Tip #3: Know the System

Template Review Emails:

Customized Review Email:
Tip #3: Know the System

Template Review Form:

Customized Review Form:

Submit your report for "Georgia Educational Research Conference"

1. Complete the review rubric by clicking here.

2. Write comments to the author/submitter offering feedback. The author will see the comments.
Tip #3: Know the System

Submit your report for "Georgia Educational Research Conference"

1. Complete the review rubric by clicking here.

2. Write comments to the author/submitter offering feedback. The author will see the comments.

GERA Reviewer's Proposal Rating Criteria

* Required

GERA
GEORGIA EDUCATIONAL RESEARCH ASSOCIATION

Title of Proposal *

Name of Reviewer *

Objectives or purposes and inquiry questions *

1 2 3 4 5
Insignificant ○ ○ ○ ○ ○ Critically Significant

Literature review or theoretical framework *

1 2 3 4 5
Not Articulated ○ ○ ○ ○ ○ Well-Articulated

Methods (including data sources, procedures, and analysis for research-based proposal) *

1 2 3 4 5
Not Well Executed ○ ○ ○ ○ ○ Well Executed

Results (grounded in purposes and methods) *

Min: 1: (Not Well Executed) Max: 5: (Well Executed)

1 2 3 4 5
Not Well Executed ○ ○ ○ ○ ○ Well Executed

Substantiated conclusions and discussions (grounded in results and literature) *

1 2 3 4 5
Not Well Executed ○ ○ ○ ○ ○ Well Executed

Recommendations for practice and future study *

1 2 3 4 5
Not Well Executed ○ ○ ○ ○ ○ Well Executed

Recommendation to Conference Program Chair: *

○ Accept this proposal.
○ Reject this proposal.

Submit

Never submit passwords through Google Forms.
Tip #4: Organize and Anticipate

Conferences are generally recurring events and have many different deadlines.

• Create a calendar with all major dates
• Create a chart that includes the months of these major dates
• Write a checklist of what to do at certain times
Tip #4: Organize and Anticipate

Create a calendar with all major dates
Tip #4: Organize and Anticipate

<table>
<thead>
<tr>
<th>Conferences</th>
<th>Contact Information</th>
<th>Demo Site URL</th>
<th>Live Site URL</th>
<th>Proposal Submission Alert Email</th>
<th>Proposal Submission Deadline</th>
<th>Date of Conference</th>
<th>Presentation Submission Deadline</th>
<th>Notes</th>
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<td>SoTL Commons Conference</td>
<td>Conference Check Lists:</td>
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<tr>
<td>SoTL Commons Conference</td>
<td>Diana Sturgess &lt;dsturges@georgiasouth</td>
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<td>Stacy Kluge &lt;skluge@georgiasouthern</td>
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<td>July</td>
<td>November</td>
<td>March</td>
<td>April</td>
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<td></td>
<td>Mary Jemigan &lt;mjemigan@georgiasouth</td>
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<td>Janice Walker &lt;jwalker@georgiasouthern</td>
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<td>Bede Mitchell &lt;wmb Mitch@georgiasouth</td>
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<td>Daniel Chapman &lt;dechapman@georgiasouth</td>
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<td>Cordelia Zinskie &lt;czinskie@georgiasouth</td>
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<td>August</td>
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<td>March</td>
<td>April</td>
<td>May</td>
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</table>

Create a chart that includes the months of these major dates
Tip #4: Organize and Anticipate

To Do Four Months before Proposal Submission Deadline:

- Email conference chairs to set up a meeting to tweak submission/review process
- Add dates of Proposal Submission Deadline, Date of Conference and Presentation Submission Deadline on the calendar

To Do on Proposal Submission Deadline:

- Email conference organizers to confirm deadline
- Delete the “Proposal Submission” in the Introduction using <magic ignore>
- Uncheck “Submit” button option in the configuration page

To Do Two Weeks Before Conference:

- Change submission form for presentation submission
- Create flyer for submission
- Discuss submission deadline for presentations with conference organizers

To Do Day Before Conference for POSTED Schedules:

- Revert the site to pending if NO presentations have been added
- If the presenters need to see full presentations during conference, revert AFTER conference

To Do after Presentation Submission Deadline for POSTED Schedules:

- Ask representative to unhide the site
- Unhide the site on the configuration page
- Post by reentering the original URLs
- Update site

To Do after Presentation Submission Deadline for ALL Schedules:

- Add time, date, and location to the metadata; correct any formatting errors
- Post submissions listed in the program
- Withdraw submissions not listed in the program, Do NOT notify presenters
- Check schedule on site for time/date errors
- Email presenters by collecting email addresses from batch revision Excel

Write a checklist of what to do at certain times
Overview of Tips

Tip #1: Understand YOUR Goals

Tip #2: Establish Boundaries

Tip #3: Know the System

Tip #4: Organize and Anticipate
Benefits of Conference Hosting

• Conferences are part of Scholarly Record
  – Program
  – Abstracts
  – Full Content

• Conference hosting leads to journal hosting

• Spreads word about capabilities of Digital Commons so that other units on campus seek out our services

• Develop advocates on campus
Contact

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