

Steering Committee Outline

- Stakeholders: who will give you the best value and support to expedite the process of mainstreaming an IR
- Timeline: will the Steering Committee exist beyond the Project phase?
- Brief: what is their purpose and extent of their jurisdiction in guiding the project? Are they key decision makers, or just signing off on decisions made by Project staff? Is it an exercise in keeping the university community informed, or will they help to mold the end product?
- Purpose: there may be distinct functions of the committee during the project and then what happens at conclusion of project
- Library representation: What balance will you strike between Library staff representation and external stakeholders? How might this affect the outcomes of decisions? Who do you need to include from the Library side? This is also important from the point of view of sustainability - by including certain staff on your Steering Committee you are developing their skills and understanding over time, building their knowledge from the ground up - this will affect their "buy in" over the longer term. It is particularly important to consider skills such as metadata, data entry, reporting, maintenance, promotion. Staff areas that could be considered are Cataloguing, Systems, Liaison.
- Seniority: What level of staff do you need to give your Steering Committee sway within both the Library and the broader organization? Do you need to include someone from Management? What role does that person need to play in the Steering Committee? If you do involve someone at a fairly high level, are you making appropriate use of their time? Alternatively, is there a way to involve someone at a high level in a mentoring role who can supply you with "influence" as the need arises, without needing to have them attend all meetings? If you decide on this course of action, how will you report the committee's activities to them and will this be communicated verbally or more formally?

The following questions may be valuable when formulating the membership of your Steering Committee

- Knowledge: their existing knowledge of Open Access, the IR Movement or other specific issues (such as Australia's Research Quality Framework (RQF)). Are they supportive of these concepts? Do you need to do some preliminary work with your Steering Committee membership to bring them all up to a level playing field in terms of the decisions you will be asking them to make or ratify
- Influence: what is the member's potential influence in the broader community - can they help you with promotion of the IR once it is established? Are they respected leaders in their own environment?
- Technical Detail: technical knowledge and understanding - sometimes this is important in discussing issues such as metadata schemes, statistics, report generation, subject heading management, submission and approval workflows and so on.
- Relationships: managing the relationship with key areas such as the local Research Office - you may need to consider lines of jurisdiction. This has been an important issue in the RUBRIC project because of the jurisdiction relating to the RQF where the Research Office is managing the larger process. How do you ensure the communication flow between the Steering Committee and areas such as the Research Office is going to

be effective? Will it be necessary to get formal sign off or agreements in place? Will you consider Service Level Agreements? Does anyone on the Steering Committee understand the workflows involved in current reporting processes (such as Australia's Higher Education Research Data Collection (HERDC) process)? Will they be capable of drawing parallels between the existing reporting process and new reporting options available in the IR software? These questions become significant as we draw closer to the RQF exercise.

- Marketing: Will members of your committee be influential in marketing and promoting your new IR? It is helpful to approach this from a number of angles. Consider how the IR will be marketed at the University level, the Research Office, Faculty areas and the Library. All of these areas will have different motivating factors and marketing agendas. There may also be existing networks in the organization which can be utilized to promote the IR activity. Some of the RUBRIC Partners have utilized Faculty Librarians to market the IR through formal mechanisms such as Faculty Board Meetings which they attend regularly.

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