Proposal to move shared governance files to the Libraries / IDS DSpace Repository

Proposal

Move all shared governance files (minutes, organizational documents, previous annual charges) from Cascade environment to the University of Detroit Mercy Libraries / IDS DSpace repository (http://archive.udmercy.edu).

The case for moving all content
The Shared Governance Structure Modification document recommends,

The governance website should be continued with the retention of the content reviewed as the university website is being reevaluated. Older content (minutes more than three years old, previous annual charges, original organizational documents) be transferred to the Libraries/Instructional Design Studio dspace archive server in order to preserve the history of shared governance.

Libraries / IDS proposes instead all content be moved to DSpace. Benefits to moving all files to the DSpace repository include:

- All files can be reviewed from a single location
- Files become more findable as a result
- Navigation between collections is simplified
- Eliminates need to move files annually, reducing administrative overhead
- Moving PDF documentation off the web site helps University achieve its goal of reducing the web site's footprint while allowing the University to maintain its history

Access security
The Detroit Mercy Libraries / IDS DSpace repository uses the ITS Centralized Authentication System. Users are sorted into two groups – an employee group and a students and alumni group. As a result, access to Shared Governance documents can be limited to current Detroit Mercy employees. Employees will use the same login credentials (TitanConnect username and password) that they use to access Shared Governance documents now.

Organization of shared governance documents on DSpace
DSpace allows for two types of groupings: collections, which are sets of items, and communities, which do not contain items themselves but may contain collections and sub-communities.

To house shared governance documents, Libraries / IDS will create a Shared Governance Documents community within the University of Detroit Mercy Administrative Documents community. This would put Shared Governance alongside the University of Detroit Mercy Administrative Documents community's three existing collections: Academic Leadership Team Documents, Council for Advancement of Standards in Higher Education Self-Assessment Guides, and Online Education Policy Documents.
The Shared Governance Documents community will be sub-divided into collections for each of the shared governance committees and teams. Documents will be stored with each of the relevant teams as they are now, just on the DSpace server rather than within the Cascade environment.

A separate Shared Governance Administrative Archive collection could be created to collect organizational documents (structure, proposal, etc). A Provost Office collection could collect policies, strategic plans, and any other relevant reports.

Navigating to shared governance documents from the Detroit Mercy web site
Shared Governance committee and team pages can still link to "Minutes / Summaries", this link will need to be updated to point to the appropriate DSpace collection.

Submitting new files to the repository
DSpace allows for two methods of document collection: self-submission and centralized submission. Either of these may work for collecting new shared governance files:

1. **Self-Submit with Review**: At the start of each new cycle, teams and committees identify who will be submitting files to the archive for their committee. IDS will provide those accounts with the rights to submit to the appropriate collection. The University Archives Department will receive an automated email alert when the new files have been submitted. The Archives Dept. will then review the submissions to confirm they conform to standards (naming convention, file type, metadata, etc), before publishing them to the repository. The Archives Dept. will be responsible for contacting representatives to ensure files are being submitted in a timely fashion.

2. **Centralized Submit**: Files are forwarded to sharedgovernance@udmercy.edu, the University Archives Dept. submits these files to the repository. The Archives Dept. will be responsible for contacting representatives to ensure files are being submitted in a timely fashion.

Storage considerations
Expected storage requirements for these documents are minimal. IDS estimates documents currently in the archive total around 80MB – by digital collections standards, this is a tiny amount, smaller than a single digitized Tower Yearbook. Libraries / IDS will continue to monitor the available storage capacity on the DSpace repository, but including shared governance documents in this collection should not constitute a significant increased burden.

Transition to repository: Minutes
IDS estimates roughly 1064 minute files are currently housed on the shared governance web site. The first step in moving these files to a new system is exporting them from the existing system. In anticipation of this potential move, IDS has contacted Marketing & Public Affairs about the possibility of having all these files exported at once. Once the files are in hand, there are two approaches that can be taken to importing these files into the DSpace repository.

Import method one – Batch upload
Detroit Mercy Libraries / IDS are in the process of updating the DSpace repository to a new version which will allow for batch import of documents. However, even with the ability to batch upload, appropriately formatting files for upload will take some time (DSpace requires additional XML files containing metadata accompany each uploaded item). Creating these XML files require experience, care, and technical expertise, and as a result will likely need to be created by a designer. Once a satisfactory template has been created, the files may be generated relatively quickly (depending on the amount of unique metadata in each file). Factoring in the designer's other responsibilities, it could take a month or two to get the existing file library imported into the DSpace repository.
Import method two – Individual submit with review
These files could also be uploaded through the standard method, the method used by students to submit theses to the repository. Depending on the security of document contents, work study students could be used to upload by the standard method, with their submissions being reviewed and approved by the Archives Dept. and an Instructional Designer. While this process would likely take longer in terms of work hours, the ability to potentially spread the work over a number of individuals could result in the project being completed more quickly, provided a sufficient number of properly motivated work study students can be made available. These students need not be Library work studies; they also need not be a cohesive group – some students from the Libraries and some from other departments such as the Provost's Office could be mixed with part time employees from the Library's Check-out desk (for example) to submit documents.

Transition to repository: Additional information
Additional documents – past charges, membership history, etc. – are currently stored both as PDFs and as web page text on the governance site. As a result, this information will need to be collected and appropriately formatted before being uploaded to the repository. The University Archives Dept. would be the best choice for this set of tasks, especially considering the Archives Dept. will be responsible for ensuring these documents are collected going forward.

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