

Minutes of the Lever Press Oversight Committee Meeting

August 28, 2017

Present: Beth Bouloukos, Marta Brunner, Mark Christel, Dalia Corkrum, Mark Edington, Terri Fishel, Bryn Geffert, Peggy Seiden, Charles Watkinson, Becky Welzenbach

Absent: Andy Ashton, Mary Francis, Marjorie Hassen, Jonathan Miller, Kevin Mulroy,

Welcome Beth Bouloukos

Mark Edington introduced the new senior acquiring editor for Amherst College Press and Lever Press, Beth Bouloukos, who comes to us from the SUNY Press.

Approve [draft minutes from July 24 meeting](#)

Mike Roy proposed two amendments, both of which were accepted by the OC. Pending those two revisions, the OC approved the minutes.

Action item: Becky Welzenbach will make the revisions and post the approved July minutes to the Lever Press website.

Debrief from F2F meeting

The committee debriefed from the recent face-to-face meeting with the Editorial Board in Ann Arbor by working through the notes and action items from that meeting. We noted that many action items related to ideas, opportunities, or connections for Lever Press acquisitions activity have been assigned to Beth, signaling that she is now the point from which acquisitions activity will start. Ideas and suggestions will go to her, and she'll assess them and follow up on pursuing the promising ones.

Action items:

- **All OC members who have not done so, please complete a conflict of interest form and submit it to Becky Welzenbach via email.**
- **As conflict of interest forms come in, Becky Welzenbach will scan them, save the files in a google drive folder, and summarize the potential conflicts in a Google spreadsheet, which she will link from the Oversight Committee Lever Press intranet page.**
- **Beth Bouloukos will evaluate and follow up on acquisitions opportunities.**

- **Andy Ashton will put out a survey to generate an inventory of digital scholarship projects on Oberling Group/LP Pledging institution campuses.**
- **Bryn Geffert will soon report on the results of his survey, distributed earlier this summer, which focused on scholarship coming out of special collections on the campuses of pledging institutions.**

Filling vacancies on the Oversight Committee

The committee reviewed the current term schedule, which has four people set to rotate off the OC at the end of this calendar year, in addition to the retirement of Neil McElroy this summer, making for five upcoming open seats on the committee. The Operations group is concerned about losing so much consistency and institutional memory at once, and the OC agreed. The goal is to balance our need for stability, with the need to have an Oversight Committee that the pledging membership feels they have had the opportunity to vote for and represents their collective interests and priorities. Mike Roy noted that it is clear that that we will need to hold an election before the end of the calendar year in any case--the only question is exactly how many seats we'll need to fill. He proposed that we move ahead with getting the election set up by contacting the pledging institutions to seek nominations. This should include going back to those candidates who ran and were not elected in the spring 2017 election. We can update and re-use language from last time for this. The OC will use the Oberlin Group meeting in October as an opportunity to recruit and solidify commitments, and open the election shortly thereafter. Mike Roy will speak individually to OC members to see if one or two wish to stay on for one more year. Once we have clarity on how many spots we actually need to fill this time around, we'll make that known--but we can get going on the nomination and pre-election tasks in the meantime.

Action items:

- **Mike Roy will speak individually with the 4 additional OC members slated to rotate off the OC to determine who might stay on and who will go.**
- **Becky Welzenbach will find the OC nomination language used last time and share with Mike Roy.**
- **Mike Roy will send the nomination request to the Lever Press pledging institutions**
- **Becky Welzenbach will set up the OC election using Qualtrics. Election will be launched in late October after the Oberlin Group Directors meeting.**

Plan for the Oberlin Group Directors Meeting

Mike Roy confirmed that we are scheduled to have both an extended OC meeting (Thurs., Oct. 19, 1:30-3:30) and a General Update, open to everyone (4 p.m. - 5 p.m.) at the Oberlin Group Directors meeting in Portland. These events will be held in the Reed College Performing Arts Center. Becky Welzenbach asked that information about registration, accommodations, etc., be made available to the Ops group. Dalia Corkrum, who is on the planning committee, said she would send this information. Becky Welzenbach and Dalia Corkrum will also coordinate on logistics for the two meetings, to ensure that the group has adequate space, technology, A/V

equipment, etc. The OC determined that (due to timing) refreshments are not necessary for either meeting. The OC agreed that given the extended in-person meeting on Oct. 19, it makes sense to cancel the OC video conference scheduled for Monday, October 23. The committee shared ideas and suggestions for what to include in the general membership update. Ideas include: premiere the promotional video and encourage LP member institutions to share it w/ their faculty; provide a general overview/introduction for non-members and participating libraries with new directors; introduce Beth Bouloukos; provide an overview of titles in the pipeline; review editorial tracks and discuss how members can help promote submissions (with a suitable member of the OC to report on each track); discuss the peer review signalling project; show a Fulcrum demo; share plans for campus programming. The next step is for the Operations Group to take these suggestions and develop a clear agenda, which will be shared with the OC for approval at the September 25 OC meeting. The group then discussed an agenda for the 2-hour OC meeting that will also take place at the OG Directors meeting. Proposed topics include: values/social justice; long-term planning/sustainability models; budget/finance.

Action items:

- **Dalia Corkrum will share hotel information for the OG Directors meeting**
- **Becky Welzenbach and Dalia Corkrum will work together on logistics for the OG Directors meeting, including confirming appropriate space and technology.**
- **Mark Edington, Beth Bouloukos, and Becky Welzenbach will work together to synthesize the ideas from the OC into a clear, practical agenda for the membership update, and bring the agenda back to the OC at the September meeting.**
- **Mark Edington will draft a message for Mike Roy to send to the pledging institutions that are not OG members to invite them to participate remotely in the update**
- **Mike Roy will work with Mark Edington and Becky Welzenbach to eyeball the list of contacts and identify where there has been director turnover in pledging libraries in order to do proactive Lever Press outreach to these newer directors.**

Lever Press Promotional Video

Charles Watkinson shared a link to the Lever Press promotional video, which was filmed while the Editorial Board was in Ann Arbor. The audience for this video is scholars and faculty who might have work suitable for submission to Lever Press. Once the video is approved by all involved with it, we can make it widely available.

Action item:

- **Becky Welzenbach will circulate the video to the Oversight Committee by email, for feedback and/or approval**
- **Once approved, Charles Watkinson will have closed captioning generated for the video**

Plan for Open Access week webinar

The group discussed how best to accommodate schools in different time zones, but also the desire to accommodate librarians (who tend to schedule webinars at lunchtime/early afternoon) and faculty (who typically have teaching responsibility during this time). We briefly considered pre-recording a whole session that schools could screen whenever they wanted, but ultimately decided against this due to the value of an interactive session. We'll offer a live webinar on Tuesday, October 24, at 4 p.m. Eastern time. We'll record the session, and those who cannot participate are free to share it afterward, but we will not pre-record the entire session. Terri Fishel, Mike Roy, and Becky Welzenbach will coordinate on the details of the program.

Action items:

- **Terri Fishel, Mike Roy, and Becky Welzenbach will coordinate on setting a program for the webinar**
- **Terri Fishel will put the word out to the pledging institutions about the webinar.**

Suggestions for September OC meeting Agenda:

Mike Roy asked the group for suggestions for the Sept. 25 OC meeting agenda. Items to address include:

- Quarterly budget report from Ops group
- Summary report on works in the pipeline (the "card counting" exercise)
- "Deep dive" discussion on Teaching, Learning, and Leading in the Liberal Arts editorial track
- Finalize the agenda for the October Directors meeting

Meeting adjourned.