C4DISC Steering Committee
Running Agenda and Minutes from 8/22/22

Handy links
C4 DISC website | C4DISC Drive space | Minutes from earlier steering committee meetings
Steering Committee list email: c4disc@googlegroups.com

Steering Committee membership

2/26/2024

- Actions from last and previous meeting(s)
  - Style guide/guidelines for the Toolkit launch - Patty and Rebecca working on this and other procedures. (Rebecca will be sending Patty a draft by the end of the day today 2/26)
  - Create wording to get feedback from Toolkit working groups on how the process worked (e.g. working with Steering Committee, cycle, feedback, publishing, etc (Bernie) Whichever toolkit is next? Do we have a Process doc for new toolkits we can add this step to?
  - VE Create a list of the orgs who have not paid renewals fees. The list has decreased but there are still outstanding orgs. Follow-up with Kim.

- INFORMATION: Members 14 / Partners 24 / Adoptees 152  (Updates - Vanesa)
  - Renewals update
  - New Adopting orgs:
  - Pending Partnership:
    - American Psychiatric Association, Gold level – $3,500 (Vanesa working with Kim for invoice payment update as of 2/23)
  - Pending Membership:
    - STM, awaiting invoice to be paid as of 2/23

- Follow-up from Community Meeting:
○ Recording is on our YouTube channel
○ Propose also adding slides to the website and creating a new page on the website with information about the Annual Report to include slides and link to recording
○ Attendee survey response (Bernie)
  Community Call Survey Feedback
    - 32 responses
    - 81% found it useful (rated 4 or 5)
    - 24 of the 32 opted in to the Community of Practice
    - 30 opted in to C4DISC News

○ Discuss suggestion to increase inclusivity in the future for the Global South - should we reconsider making this a priority for 2024?
  ■ Some issues that have come up are dealing with membership dues, representation, how to get more orgs involved as members and help to shape/mold ways forward when thinking of global representation
  ■ Committee member suggestion- Given that we are a DEI-focused community and that we are in great shape, financially, I think it would make sense for us to subsidize membership dues as needed for orgs from the global south. The tricky thing is how we make the call/draw the lines.
  ■ Communities of practice are already open to all
  ■ Next steps: Possibly create a subgroup for discussion to figure out a strategy- present something more concrete by July 2024—subgroup volunteers– Sarah, Melanie S., Peter, Alex

● Strategic objectives update call for volunteers to take the lead on these (Bernie and Alice will join the value prop work; Charlotte and Vanesa will join the resource development work)
  ○ Sarah Phibbs to share out a helpful tool when working on strategic goals (Theory of Change website)
  ○ Still need volunteers to help support the strategic goals

  ○ From Alex: “We're building a plugin for OJS to collect demographic user data and the section "Recommendation 2. Collect and Report Demographic Data"
is going to be very helpful to make sure we are collecting and reporting data in the best way possible.

- Second, I wanted to check if there are any plans to translate this text to other languages? If not, SciELO would be happy to provide Portuguese and Spanish translations.”
  - Response from Melanie D. – She isn't sure if there are any plans to translate it but supports having SciELO translate.
    - Should we be budgeting for all toolkits to be translated?
    - Question from Committee member- how do we vet and include translations?
- Toolkit is almost ready to go live. Bernie to work with Patty (volunteering to support this effort) for promotion. Patty to check with PubPub for translation support and costs
- Comment from Committee member- We did make a decision about CC licenses - it's documented in the content policy we approved last year

- Communications & Outreach Committee invitation for volunteers to go out before next SteerCo meeting (Bernie)

- Working group updates - please read (or update if you’re a liaison) the Google doc before the meeting
  - From Sandra: “We are developing an offensive language policy at the University of Toronto Press, and specifically we’re looking on guidance for how to represent the n-word. I couldn't find anything specific in the Toolkits. It comes up in a few contexts in our publications:
    - Historical quotes or representations
    - In book titles that specifically spell out the word
    - Used by Black authors
    Historically, we have used n-----, but this may be offensive to Black authors who want to own the word. What does C4DISC recommend?
  - Discussion - update to Inclusive Language Toolkits? Other advice/guidance?

Possible future conversation:
- Request to print Toolkits from Duke University Press– They do not have the capacity at the moment but someone will be in touch if there is more movement.
Charlotte to facilitate this session–

- Alice needs to recuse herself from this conversation: ALPSP DEIA research proposal (see separate email dated November 16) **Heather responded with the following message– they wanted financial support for the proposal.**
  - Outcome from conversation– get spending info/budget from Gillian