

UF ETD Fall 2009 Meeting

## MEETING MINUTES

October 13, 2009

Attendees: Rimjhim Banerjee, Dina Benson, Ken Booth, Karen Bradley, Priscilla Caplan, Gerald Langford, Cathy Martyniak, Bobby Parker, Carl Van Ness, Stacy Wallace, Nima Sheno

### **I Introduction and approval of meeting minutes**

Spring 2009 minutes were approved & can be posted on the website.

### **II August 2009 Class update**

FCLA received the paper work from the Graduate Editorial office & they've been worked through. They have been sent to FCLA and Bobby is back checking the spreadsheet he received from Gus. There were about 507 ETD's from the August 2009 class. Bobby is almost ready to send things to ProQuest.

### **III Graduate Editorial Office update**

Since our last meeting, Lisa is working full-time. Rimjhim is not looking for a new employee anymore.

### **IV Circa Training update**

We've gone to a Sans Serif type face on the ETD template since it is a electronic document. Research shows that Sans Serif is easier to read.

FYI: We've had 200 people walk into the ETD office on Thursday & Friday just last week.

### **V PILO (Projects in Lieu of Thesis) update**

Dina updated the group that they are working on projects from 6 different programs. 3 projects have been successful, but they are working on contacting people to get permissions for the other 11 projects.

## **VI PDF/A Discussion**

This is a carryover conversation from the Spring 2009 ETD meeting. Priscilla said that if we can get students to create PDF/A in the beginning it would make things much easier. They are able to format PDF's to PDF/A's but there are still issues with this process, especially if the student doesn't embed the fonts. Priscilla said that they accept the format that is turned in, but prefer PDF/A for long term retention.

FCLA's recommendation is to make sure they embed fonts when the PDF is created & begin encouraging creating the document originally as a PDF/A.

We'll discuss this again in Spring 2010 & start drafting a protocol.

## **VII Membership Review**

The group went over the current ETD list to make it current.

### Tech (Priscilla's List)

Lu Ai replaced by Gus Clifton

Chuck Thomas – Remove and no one should replace him

### Admin

Eric Kesse – Remove and replace with Laurie Taylor

Jim Cobb - Remove

Add-Rimjhim Banerjee

Add-Nima Sheno

Add-Stacy Wallace

## **VIII Document Review**

Lisa sent Bobby the most updated Pro-Quest agreement form and it needs to be added to the ETD website. Bobby is going to send it to Priscilla for review and then on to Lela for posting on the website.

### Other Stuff

*Cathy asked Stacy for a quick update on how the secretaries were doing the paper work? Stacy said that at first there were issues; but now they are more comfortable with it.*

*UF Acceptable File Format (two years out of date)*

*Bobby, Cathy & Dina are going to look at updating this form internally and will update everyone at the next meeting.*