

## State-wide Electronic Thesis & Dissertation (ETD) Associations

### Background

ETD professionals have few avenues for professional development at the local and state-wide levels. Unlike other areas of the institution, individuals in this field of practice often do not have the benefit of strong professional organizations that provide campus and/or state-wide/regional support. Yet, ETD professionals have unique needs for knowledge, skill and leadership development which may vary widely dependent on the role this individual serves and their placement within the university structure. How are they to effectively develop expertise and improve practices without engaging in communities of practice?

ETD professionals are frequently housed in the graduate school and university libraries. They may require knowledge on a wide range of issues, including: copyright, open access, digital repositories, metadata standards, preservation issues, technical skills for formatting in word processing application, editorial and publication requirements, graduate degree requirements, cataloging practices, etc. The US ETD Association was established, as a community of practice, to meet the unique needs of ETD professionals.

Founded in 2009, the US ETD Association (USETDA) strives to link ETD professionals to information, each other and the world. USETDA seeks to support ETD professionals and initiatives at a local, national and international level by enhancing operations in the workplace, advancing ETD technologies and support, and enriching ETD professions. The USETDA aims to support ETD professionals and ETD programs in the U.S. by enabling and encouraging the establishment of state-wide ETD associations, linking individuals and associations, developing and disseminating best-practices information, increasing knowledge and advancing those in the field of ETDs, and supporting the expansion of the NDLTD and other international ETD initiatives.

USETDA hosts annual conferences, as well as links ETD professionals to high impact resources through its website at <http://www.usetda.org>. USETDA also supports the establishment and maintenance of state-wide ETD associations, offering information which can be utilized to jumpstart an ETD Association in your state/region. Thus far, ETD Associations have been established in Ohio, Texas, Florida and California. Start-up resources have been minimal for associations and, although the associations are still young, the benefits and responses of members have been overwhelming.

### Benefits of Establishing State-wide ETDs

- Ensures local, cost-effective, and relevant opportunities for networking and professional development.
- Provides leadership development experience.

- Enhances productivity and operations through sharing of best practices.
- Streamlines gathering of peer institutional data for decision-making.
- Raises the stature of ETD programs in the state.
- Establishes framework for inter-institutional collaborations on ETD initiatives/issues (faculty, graduate school staff, administrators, and students)
- Formalized connections to the US ETD Association
- Supports ETD adoption at individual institutions

### **Documented Outcomes**

- State-wide ETD surveys, ascertaining who is/is not working with ETDs, current practices, needs, etc. (Ohio, Texas)
- State-wide annual meetings and conferences (Ohio, Texas)
- State-wide bi-monthly conference calls to discuss concerns, share best practices, and find solutions to common problems (California)
- State-wide websites and listservs to forge networks of communication (Ohio, Texas, California, Florida)
- State-wide lists of institutional contacts and relevant links (Ohio, Texas, California)
- Major streamlining efforts accomplished at Texas A&M University through data collection efforts facilitated through participation in USETDA and state-wide ETDAs
- Development of state-wide and institutional workshops to develop student knowledge and skills around ETD-related issues (e.g., Copyright, Open Access, etc.; Texas)
- Individual leadership recognition and access to additional leadership opportunities (Laura Hammons, Texas A&M University - winner of the 2011 ETD Leadership Award; Robert Parker, University of Florida – accepted to 2011 Sunshine State Library Leadership Institute Program, and many others)

### **Links**

- USETDA : <http://www.usetda.org/>
- OETDA: <http://www.oetda.org/>
- TxETDA: <http://txetda.wordpress.com/>
- CAETD: <https://sites.google.com/site/caetds/>
- FLETDA: <http://www.fletda.org/>
- ND LTD: <http://www.ndltd.org/>

### **Developing a State-wide ETD Association**

1. Find 3-5 interested individuals to develop a committee or board
  - a. TxETDA originally comprised of a committee of 7 with 5 subcommittees:
    - i. Chair

- ii. Outreach and communication subcommittee
    - iii. Open Access and copyright subcommittee
    - iv. Education subcommittee
    - v. ETD survey subcommittee
    - vi. Vireo ETD Submittal and Management System subcommittee
  - b. OETDA comprised of board of 3 who divide responsibilities for various initiatives and three committees:
    - i. Awards
    - ii. Communications/Web site
    - iii. Conference
  - c. CAETD comprised of members who share responsibilities
  - d. FLETD has not yet developed a formal structure
2. Hold a planning meeting to establish a mission and goals for the organization; to discuss structure of the organization and leadership; to determine initiatives and divide responsibilities. See Supplemental Materials
- a. Determine level of formality of leadership group
  - b. Determine whether or not organization will register as official non-profit or operate informally.
  - c. Determine rules for membership and election/appointment of committee members; determine terms of service and committee member roles and responsibilities
  - d. Will funding be collected, and if so, how? Check with your institution to see if you can form an organization, like a student organization, to take advantage of funding processes they have in place.
3. Possible initiatives
- a. Survey state with regard to ETD practices and policies
    - i. Utilize free survey program such as Survey Monkey or Google Drive
    - ii. TxETDA Survey Results: <https://conferences.tdl.org/index.php/TCDL/2010/paper/view/2/30>
    - iii. TxETDA Survey Poster: See Supplemental Materials
    - iv. TxETDA Survey Questions: See Supplemental Materials
  - b. Develop a listserv to facilitate communication and sharing
    - i. OETDA utilizes OhioLINK listserv
    - ii. TxETDA developed own listserv, utilizing UT Austin mailing list system
  - c. Host a website/blog with resources and information
    - i. TxETDA elected to create Wordpress blog at <http://txetda.wordpress.com/>
    - ii. CAETD has a Google site: <https://sites.google.com/site/caetds/>
  - d. Host an annual or semi-annual meetings (in person or via phone)

i. Meeting Agenda

1. Bring in leaders in the field (ProQuest, Preservation, NDLTD, Survey of Earned Doctorates, US Copyright Office)
2. Encourage members to share processes/policies/resources from their own institutions
3. Utilize special interest groups sessions to encourage sharing among similar groups or develop links between groups
4. Utilize themes (such as the catalogers showcase) or try to balance each meeting to meet various constituent needs.
5. Give an association update
6. Share results from surveys conducted in the previous year
7. Share information about upcoming conferences/meetings.
8. Address local issues or common challenges.
9. Let participants establish agenda items using collaborative software like Google Docs or by surveying members.
10. See samples at <http://www.oetda.org/meetings/>

ii. Meeting location and logistics

1. Select a centralized location with a reasonably priced hotel with conference facilities where you can return year after year.
2. Find institutions who can host meetings and secure meeting rooms free of charge.
3. Collaborate with another organization who agrees to provide meeting facilities (e.g., TxETDA has met twice in conjunction with the Texas Digital Library Texas Conference on Digital Libraries)
4. Utilize Skype (for fewer than 25), teleconferencing, or web conferencing for virtual meetings.

iii. Communication

1. Broadcast meeting via websites or distributions lists where your targeted audience participates – if you do not yet have a listserv in place – like the ETD listserv of the NDLTD, graduate school listservs and/or state library listservs
2. Use Google Drive to facilitate conference registration – if no fee is to be charged
3. Prepare certificates of appreciation for presenters and/or small gifts of appreciation

Note: either of the above 3 steps could be utilized as the starting point for the development of a state wide association. TxETDA began by hosting a conference, while OETDA began by conducting a state-wide survey.

## Supplemental Materials



Tuesday, September 8, 2009

### Agenda for First Meeting of TxETDA Steering Committee

8:30 am	Welcome and Introductions
8:45 am	Team Building
9:15 am	TxETDA Mission and Goals
10:15am	<i>Break</i>
10:30 am	Committee Structure: Terms of Service, Roles, etc.
11:30	<i>Lunch at Gratzianos</i>
1:15 pm	Action Planning for Strategic Initiatives: Best Practices, Vireo, Networking and Communication, Training and Development, etc.
3:00 pm	Conclusion

## Tx ETD Association

### BOARD OF DIRECTORS SERVICE AGREEMENT

As a leader of TxETDA and member of the TxETDA Board of Directors, I [Choose an Item] to the following terms for the 2010-2011 academic year:

1. To an initial 2-year term of service, with option to renew.
2. To represent the association in a positive and supportive manner at all times.
3. To advocate for the association within my personal circles of influence and the wider community.
4. To support the overall vision, mission and goals of the association, as outlined in TxETDA bylaws.
5. To serve on and fulfill responsibilities associated with at least one standing committee or ad-hoc committee, preferably as chair or co-chair. Committees and responsibilities for (co-)chairs or members of standing committees are described in the TxETDA bylaws. **(Note: in this case it would primarily be to assist with TxETDA finances)**
6. To serve on sub-committees as needed.
7. To serve on the conference planning sub-committee, in one or more roles.
8. To participate in all steering committee meetings and discussions. Face-to-face meetings generally occur twice annually (leadership retreat and annual conference), but the committee may meet virtually or discuss issues via email throughout the year. Members must inform the TxETDA chair of any intended absence in advance of the committee meeting.
9. To make every effort to post relevant items/news to the TxETDA blog at least twice per semester (six times annually).

If, for any reason, I am unable to carry out the above duties, I will resign my position on the committee.

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Signature Date

Return to: Laura Hammons via email at [lhammons@tamu.edu](mailto:lhammons@tamu.edu) or fax to 979.862.3124

# TxETDA Electronic Theses & Dissertations (ETDs) Survey

Name of your institution:

Is the process of reviewing completed Theses and/or Dissertations at your institution centralized (i.e. in the Graduate College/School/Office) or decentralized (i.e. handled separately by Departments)?

- ☐ Centralized
- ☐ Decentralized

About how many Theses and/or Dissertations (print and electronic) does your institution process each academic year?

Does your institution accept electronic submissions of theses and dissertations?

- ☐ Yes, we accept electronic submissions.
- ☐ We currently do not accept electronic submissions, but we plan to within the next 1 or 2 years.
- ☐ We do not accept electronic submissions.

If you currently accept electronic submissions for theses and/or dissertations, about how many are submitted by your students each academic year?

What office at your institution is or will be primarily responsible for the ETD administration?

- ☐ Graduate college / school / office
- ☐ Library
- ☐ Other

If you selected "Other" in the previous question, please specify below (otherwise, skip this question):

**What types of instruction are or will be provided to students on how to format their thesis/dissertation as an ETD? (check all that apply)**

- ☐ *Workshops*
- ☐ *Individual meetings*
- ☐ *Written guidelines*
- ☐ *Support desk*
- ☐ *Online tutorials*
- ☐ *Downloadable templates*
- ☐ *Other*

**If you selected "Other" in the previous question, please specify below (otherwise, skip this question):**

**What office at your institution is or will be responsible for providing instruction to students on formatting ETDs? (check all that apply)**

- ☐ *Graduate college / school / office*
- ☐ *Library*
- ☐ *Writing center*
- ☐ *Technology support*
- ☐ *Other*

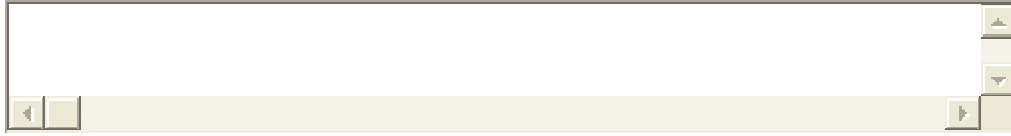
**If you selected "Other" in the previous question, please specify below (otherwise, skip this question):**

**If you have ETDs, what ETD system do students currently use to submit their documents?**

- ☐ *ETD-db*
- ☐ *ProQuest - UMI ETD Administrator*
- ☐ *Vireo*
- ☐ *None (documents are delivered directly to us by email, ftp, CD-ROM, etc)*
- ☐ *Other*



**If you selected "Other" in the previous question, please specify below (otherwise, skip this question):**

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**If you are planning to use an ETD system or are transitioning to a new system, what system did you or will you select?**

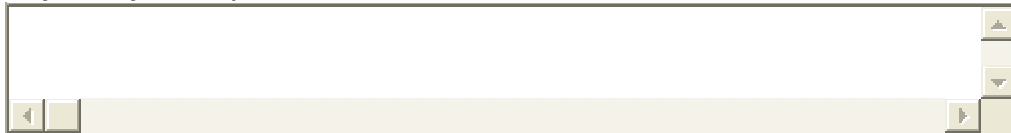
- ☐ *ETD-db*
- ☐ *ProQuest - UMI ETD Administrator*
- ☐ *Vireo*
- ☐ *Not applicable*
- ☐ *Other*

**If you selected "Other" in the previous question, please specify below (otherwise, skip this question):**

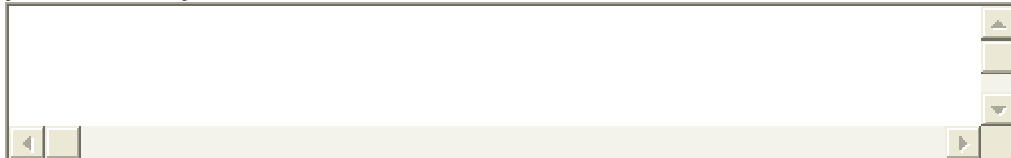
**If you have ETDs, who provides technical support to students who are having difficulty converting their files or submitting electronically? (check all that apply)**

- ☐ *Graduate college / school / office*
- ☐ *Library*
- ☐ *Technology support*
- ☐ *Other*

**If you selected "Other" in the previous question, please specify below (otherwise, skip this question):**

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**If you have ETDs, what are your plans to expand or improve the ETD program at your university?**

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**If you have ETDs, what advice would you give to other institutions who are developing an ETD program?**

**Does your institution face any continuing challenges in regard to ETDs? (check all that apply)**

- ☐ *Copyright*
- ☐ *Open access*
- ☐ *Publishers prior-publication restrictions*
- ☐ *Communication between Graduate College and library*
- ☐ *Providing technical support to students*
- ☐ *Other*

**The Texas ETD Association is currently planning programming for a conference in June 2010 and we are developing our web based resources to support ETD professionals.**

**What kind of conference sessions can we offer to help you?**

**What resources can we share? (check all that apply)**

- ☐ *Offer annual conferences*
- ☐ *Offer workshops (please specify)*
- ☐ *Share best practices*
- ☐ *Share institutional procedures and policies*
- ☐ *Offer blogs, wikis, websites, or listservs to connect with people facing the same issues (please indicate preferred communication format)*
- ☐ *Other (please specify)*

**Are there any resources you'd like to share with others?**

**Please provide your email if we may contact you with follow up questions.**

**Thank you for taking this survey! Please submit your answers.**

## The State of ETDs in the Lone Star State: A Survey of Thesis and Dissertation Granting Institutions in Texas

Information Compiled by Stephanie Larrison, Texas State University, and Ginger Dickens, the University of Texas at Arlington

**Purpose of Survey :** to provide a point of reference on the status of ETDs at Texas institutions and to guide program planning .

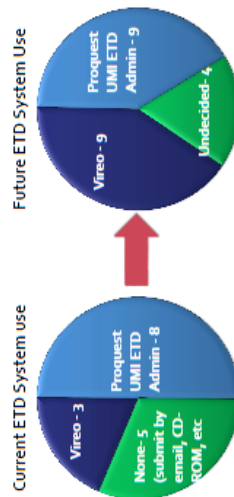
In November 2009, the newly formed Texas Electronic Thesis and Dissertation Association (TxETDA) conducted an online survey of library and graduate school staff at 52 thesis or dissertation granting institutions in Texas . This poster summarizes the most significant findings of the survey as reported by each institution. A full report of the survey can be found at <http://txetda.wordpress.com/sub-committees/txetda-survey/>

**Response Rate:** 69% (45 people from 36 institutions)

Number of Theses/Dissertations processed per year	Number of institutions in Texas accepting ETDs:	What office is primarily responsible for ETD administration and instruction or training?
As few as 1 to as many as 1810 per year	14 currently accept ETDs	Almost 75% say Graduate School
3 Institutions process more than 450 per year	+ 7 more are planning to accept within 1 -2 years	15% say Library
19 Institutions process less than 50 per year	+ 3 more plan to accept ETDs sometime in the future.	10% say Other

### What ETD systems are used

Presently, Proquest UMI ETD Administrator is the most widely used ETD submission system in Texas. However, several members of the Texas Digital Library are implementing Vireo .  
(For more information visit <http://www.tdl.org/etds/>)



### Plans to improve or expand current ETD usage



### Most common forms of instruction/training

**Individual-meetings**

Online-tutorials

Support-desk **Written-guidelines**

**Workshops** Downloadable-templates

### Continuing Challenges

communication-between-graduate-college-and-

library **copyright open-access**

**providing-technical-support-**

**to-students** publishers-prior-publication-restrictions

### Help needed from TxETDA

**Offer Workshops** **Share-best-practices** **Offer-**

**annual-conferences** **Share-**

**institutional-procedures-and-**

**policies** Offer-blogs-websites-listserv-

to-connect-with-people-facing-the-same-issues

**Conclusion:** The survey results indicate that Texas schools face similar challenges with ETDs regardless of experience or amount of ETDs processed per year. The Texas ETD Association seeks to help institutions meet these challenges by facilitating communication among our members, sharing best practices, and providing educational opportunities. To this end, TxETDA maintains a listserv and an active website that provides our members with an array of resources and information. In addition, TxETDA recently held its second annual forum in May 2010. Planning for future meetings and workshops is ongoing.

Additional information can be found at <http://txetda.wordpress.com/>



## **TxETDA ANNUAL BOARD MEETING**

**Baylor University  
Friday, September 28, 2012**



## TABLE OF CONTENTS

	Page
TABLE OF CONTENTS .....	9
AGENDA.....	10
UPDATES & ACTIVITIES.....	11
HISTORY.....	14
VISION, MISSION, GOALS, INITIATIVES, & BOARD STRUCTURE.....	18
BYLAWS.....	20
CONFERENCE PLANNING.....	24
UPDATING PAGES IN THE TXETDA BLOG ....	<b>Error! Bookmark not defined.</b>
QUESTIONS .....	28



## AGENDA

**Baylor University  
Friday, September 28, 2012  
9:00 AM – 3:00 PM**

<b>9:00 - 9:15</b>	<b>Welcome and Breakfast</b>
<b>9:15 - 9:30</b>	<b>Brief History of TxETDA</b> Laura
<b>9:30 - 9:50</b>	<b>Team Building</b> Shelley Barba
<b>9:50 – 10:00</b>	<b>Break</b>
<b>10:00 - 10:20</b>	<b>Updates:</b> Membership/Listserv, Website, USETDA, Activities Group Discussion
<b>10:20 - 10:40</b>	<b>Financial Update</b> Colleen Lyon
<b>10:40 - 11:30</b>	<b>TxETDA Vision, Mission, Goals, Board Structure/Roles, Activities and Bylaws</b> Group Discussion
<b>11:30 - 1:00</b>	<b>Lunch – TBD</b>
<b>1:00 - 3:00</b>	<b>Action Planning for 2013 Texas ETD Association/USETDA Region 3 Joint Conference</b> Group Discussion



## UPDATES & ACTIVITIES

### 1. Annual Conference

- 29 registered attendees
- 6 posters
- 8 presentations
- 2 Special events: Focus group and Digital Projects Unit tour
- On site dinner



### 2. Blog

- 250 total posts since 2009
- 15 posts over past 12 months
- 2,854 views this year (4,459 in 2011)

## Texas ETD Association

HOME ABOUT EVENTS LISTSERV RESOURCES



AUGUST 29, 2012

### Save the date! USETDA 2013

The US ETD Association has announced its 3rd annual conference to be held **July 24-26, 2013, in Claremont, California**. The theme for USETDA 2013 is, "Waves of Change: Oceans of Opportunity".

USETDA 2013 is for ETD professionals from graduate schools, libraries, academic computing and others who work with ETDs. Our goal is to offer relevant, practice-oriented content to support ETD productivity improvement, ETD professionals, advance ETD operations, and encourage the formation of state-wide ETD associations in the United States.

More information will be forthcoming in future announcements and also made available on the [USETDA 2013 Web page](#).

Mark your calendars; planning is underway for an incredible program!

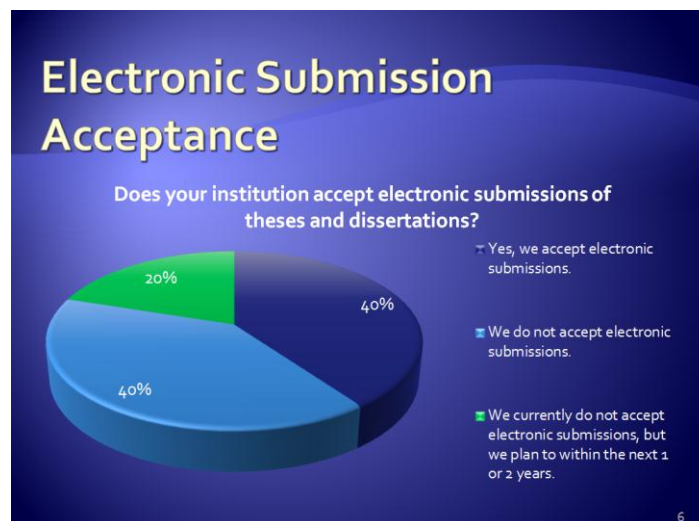
### Pages

- [About](#)
- [Leadership](#)
- [Open Access and Copyright](#)
- [Outreach and Communication](#)
- [Events](#)
  - [TxETDA 2011 Conference](#)
  - [Conference Committee](#)
  - [Conference Program](#)
  - [TxETDA 2012 Conference](#)
  - [Conference Program](#)
  - [Organizing Committee](#)
- [Listserv](#)
- [Resources](#)
- [Cataloging](#)
- [Copyright](#)

### 3. Listserv

- 69 members
- From approximately 24 institutions, including a few out of state.
- 8 new members this year
- Lost 11 members (3 unsure, 5 left position, 1 retired, 2 changed job responsibilities or moved to a different role on campus)
- 44 emails sent over last 12 months, mostly informational

### 4. Survey - Conducted in Fall 2009





## 5. Outreach & Marketing

- New Logo
- Poster Presentation at TCDL 2012

**Texas Electronic Thesis & Dissertation Association**  
Connecting Texas ETD professionals

**Join TxETDA Now!**  
<http://txetda.wordpress.com/join-our-listserv/>

**Networking**

**Professional Development & Leadership**

**Linking Organizations**

**2012 TxETDA Board (Left to Right):** J.H. Kleiser (University of North Texas), Billie Peterson-Lipp (Baylor University), Laura Hammons (Texas A&M University), Ginger Chikara (University of Texas - Arlington), Stephanie Larrison (Texas State University)

**TxETDA Mission**

- Provide a network of support for ETD professionals in the state of Texas.
- Connect Texas ETD professionals with organizations and resources that enrich the work they do.
- Increase ETD submissions at institutions throughout the state.
- Provide a forum for ETD professionals to support one another -- offering opportunities for professional development and growth and facilitating communication and the sharing of best practices.
- Continually improve the capabilities of members to serve and enhance their understanding of the field and use of the latest technology.

**TEXAS ETD ASSOCIATION**

- Founded in 2009
- Annual Conference and Published Proceedings
- Blog and Web Resources
- More information: <http://txetda.usetda.edu>

**TEXAS DIGITAL LIBRARY**

- National, Open-Access ETD Repository
- Open ETD Submission System
- Professional Development Opportunities
- More information: <http://tldl.org>

**UNITED STATES ELECTRONIC THESIS & DISSERTATION ASSOCIATION**

- Annual Conference and Published Proceedings
- Web Resources
- Support for State-Wide Associations
- More information: <http://usetda.org>

**NETWORKED DIGITAL LIBRARY OF THESES AND DISSERTATIONS**

- International Symposia and Published Proceedings
- Email Lists, ETDs
- NDLTD User Group -- search ETDs worldwide
- More information: <http://www.ndltd.org/>

For more information about TxETDA, please contact: Laura Hammons, [hammons@tamu.edu](mailto:hammons@tamu.edu) or 879-840-2222

Find out more about TxETDA at <http://txetda.wordpress.com/>

## 6. Activities Discussion:

- Add monthly/bi-monthly teleconference
- Changes to existing activities
- Other

## 7. USETDA

- Annual meeting July 24-26, Claremont California
- Establishment of 5 Regions
- Development of Certification Programs



## HISTORY

### 2009-2010

1. Established in Summer 2009
2. First annual meeting held at TCDL 2009, "ETD Forum" (1 day, no cost) with 56 attendees
3. 7 members identified to serve on Leadership Team
  1. Laura Hammons, Texas A&M University
  2. Jill Kleister, UNT
  3. Billie Peterson-Lugo, Baylor
  4. Stephanie Larrison, Texas State
  5. Ginger Dickens, UTA
  6. Jason Thomale, Texas Tech
  7. Michele Reilly, UH
4. 2 individuals identified as ex-officio committee members
  1. Amanda Harlan, Baylor
  2. Tim Brace, UT
5. First Leadership Team met in September 2009 to establish vision, mission, structure and initiatives
  - The vision of the Texas ETD Association is to be a leader in the field of electronic theses and dissertations within the state of Texas and to serve as a model for state-wide ETD associations throughout the nation.
  - Our mission is to provide a network of support for ETD professionals in the state of Texas. Through a commitment to advancing *open access*, TxETDA strives to *increase ETD submission* at institutions throughout the state and to *guide* the future development of the TDL Thesis and Dissertation Management System, *Vireo*. TxETDA provides a forum for ETD professionals to support one other by offering opportunities for

*professional development* and growth and by facilitating communication and the sharing of *best practices*. We strive to continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology.

- 5 committees established
  - i. Education (Michele & Jill)
  - ii. Survey (Stephanie & Ginger)
  - iii. Outreach & Communication (Laura, Billie, & Ginger)
  - iv. Open Access/Copyright (Billie, Ginger, & Jill)
  - v. Vireo (Laura, Jason, & Michele)

Note: Conference Planning was responsibility of all members

#### 6. Initiatives for 2009-2010

- Establish Website/Blog, as a means of communication and identifying/sharing educational resources
- Establish Listserv and build up membership
- Establish linkages with other state-wide, national, and international ETD associations
- Develop & Distribute ETD Survey for Texas institutions
- Develop & Distribute Copyright & Open Access Resources
- Create a list of Vireo enhancements and resource needs; share Vireo training materials
- Hosted ½ day pre-conference workshop in conjunction with NDLTDs ETD 2010 in Austin, as well as ½ day ETD Forum at TCDL.
- Led efforts to establish the US ETD Association along with OETDA
- Led efforts to establish the Vireo Users Group

#### 2010-2011

##### 1. Revised mission statement

- Add item about connecting ETD professionals to organizations and resources that support the work we do.
- Remove guiding “ the future development of the TDL Thesis and Dissertation Management System”

- Proposed: The mission of the Texas ETD Association is to provide a network of support for ETD professionals in the state of Texas, and to connect them with organizations and resources that enrich the work they do. Through a commitment to advancing open access, TxETDA strives to increase ETD submission at institutions through the state. TxETDA provides a forum for ETD professionals to support one other by offering opportunities for professional development and growth and by facilitating communication and the sharing of best practices. We strive to continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology.
- 2. Began efforts to be more independent from TDL
- 3. Active decision to involve non-TDL members on committee, as well as consideration to encourage volunteer involvement with TDL
- 4. Moved focus away from Vireo
- 5. Began to develop by-laws
- 6. Initiated service agreement for committee members, with terms of serve and annual re-commitment documentation (i.e., Board of Directors, Service Agreement)
- 7. Disbanded Vireo and ETD Survey committee
- 8. Considered (but did not resolve) new committees:
  - Outreach, Membership, and Communications
  - Advanced Practices
  - ETD Implementation
  - Open Access & ETD Publication Policies
  - Copyright
- 9. Discussed (but did not resolve) a way to annually gather ETD data from institutions through implementation of new committee, Research and Data....
- 10. Hosted 1<sup>st</sup> annual conference at UT Arlington

## 2011-2012

1. Continued to work on by-laws
2. Keep it simple; make it sustainable
3. Dissolved committee structure and moved to Board structure

4. Established bank account to provide some operating funds from year to year
5. Maintained listserv and website
6. Adopted TxETDA logo
7. Promoted TxETDA at NDLTD, USETDA and TCDL.
8. Hosted 2<sup>nd</sup> annual conference (2-day format) at UNT



## VISION, MISSION, GOALS, INITIATIVES, & BOARD STRUCTURE

### Vision

The vision of the Texas ETD Association is to be a leader in the field of electronic theses and dissertations within the state of Texas and to serve as a model for state-wide ETD associations throughout the nation.

### Mission

Our mission is to provide a network of support for ETD professionals in the state of Texas, and to connect them with organizations and resources that enrich the work they do. Through a commitment to advancing open access, TxETDA strives to increase ETD submission at institutions throughout the state. TxETDA provides a forum for ETD professionals to support one another by offering opportunities for professional development and growth and by facilitating communication and the sharing of best practices. We, the members of TxETDA, strive to continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology. (Last updated September 2010).

### Goals

- Provide a network of support for ETD professionals in the state of Texas,
- Connect Texas ETD professionals with organizations and resources that enrich the work they do.
- Increase ETD submission at institutions throughout the state.
- Provide a forum for ETD professionals to support one another by offering opportunities for professional development and growth and by facilitating communication and the sharing of best practices.
- Advance open access.

- Continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology.

#### Current TxETDA Board

1. Laura Hammons, Texas A&M University
2. Jill Kleister, UNT
3. Billie Peterson-Lugo, Baylor
4. Colleen Lyon, UT
5. Shelley Barba, Texas Tech
6. Tim Brace, *ex-officio*

#### Initiatives for 2012-2013

1. Website
2. Listserv
3. Host Joint Annual Conference with USETDA Region 3
4. Other?



## BYLAWS

### ARTICLE I: NAME

The name of this organization shall be the Texas ETD Association (TxETDA).

### ARTICLE II: VISION

The vision of the Texas ETD Association (TxETDA) is to be a leader in the field of electronic theses and dissertations within the state of Texas and to serve as a model for state-wide ETD associations throughout the nation.

### ARTICLE III: MISSION

The mission of TxETDA is to:

- Provide a network of support for ETD professionals in the state of Texas.
- Connect ETD professionals with organizations and resources that enrich the work they do.
- Increase ETD submission at institutions throughout the state.
- Advance open access.
- Provide a forum for ETD professionals to support one other by offering opportunities for professional development and growth and by facilitating communication and the sharing of best practices.
- Continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology.

### ARTICLE IV: BOARD

Section 1: Board members are appointed by consensus of the board as needed

1:1 Chair



It is the duty of the chair to:

- Call a board meeting at least once per year.
- Lead the board to accomplish the group's annual goals.
- Be responsible for the overall communication between board members. This includes coordinating the board meetings and other activities of the committee, working with the committee to identify and achieve short- and long-term goals of TxETDA.
- Mentor future chairs.
- Oversee the resignation/removal and nomination of board members.
- Serve as the primary point of contact for the association and represent the association to other groups and the general membership.

#### 1:2 Members

It is the duty of board members to:

- Serve an initial 2-year term of service, with option to renew.
- To represent the association in a positive and supportive manner at all times.
- To advocate for the association within their personal circles of influence and the wider community.
- To support the overall vision, mission and goals of the association, as outlined in TxETDA bylaws.
- To serve on and fulfill responsibilities associated with at least one standing committee or ad-hoc committee, preferably as chair or co-chair.
- To serve on sub-committees as needed.
- To serve on the conference organizing and planning committee, in one or more roles.
- To participate in all board meetings and discussions.
- To inform the board of any intended absence in advance of the committee meeting.
- To make every effort to post relevant items/news to the TxETDA blog at least twice per semester (six times annually).
- To resign their position if unable to carry out the above stated duties.

#### 1:3 Member(s) ex-officio

- Assist association and board, as possible, to accomplish stated goals
- Not subject to terms of service, as provided below

## Section 2: Terms of Service

1. Must be members of TxETDA.
2. Will be appointed for a term of 2 years with term beginning in September.
3. Re-appointment to additional 2 year term is at the discretion of the board.
4. Will serve specific roles as determined by group consensus.
5. Will provide advanced notice of intent to leave, or interest in remaining on, the board at end of term. Departing member will actively hand-off responsibilities to replacement before leaving.

## Section 3: Resignation/removal from office

1. Members will provide advanced notice of intent to leave the board. Departing member will actively hand-off responsibilities to replacement before leaving.
2. If a member of the board is not fulfilling his or her duties, the board may call for the removal of the non-performing member. The non-performing member must be given at least two months' notice to improve performance, with details of the reason for the call and a description of satisfactory performance. After this time, the board, upon majority approval, may remove the non-performing member.

## Section 4: General roles and responsibilities

All board members are responsible for taking an active role on the board and participating collaboratively to accomplish association tasks. Board member expectations are outlined in the Board of Directors Service Agreement, updated and signed annually.

## ARTICLE V: COMMITTEES

### Section 1: Standing committees

#### 1:1 Conference

The conference committee is responsible for the planning and execution of the annual TxETDA Conference. Committee members include all board members who rotate roles each year, based on availability and expertise.

## Section 2: Ad Hoc Committees

Ad Hoc committees may be appointed by the TxETDA Board Chair with majority approval of the board members. The duties and terms of appointments shall be designated by the Chair in collaboration with the board.

## ARTICLE VI: MEMBERSHIP

Individuals may become members of TxETDA by joining the TxETDA listserv.

## ARTICLE VII: MEETINGS

### Section 1: General Membership Meetings

A conference or general meeting will be held annually at a date and location to be determined by the board. Additional meetings will be held as needed.

### Section 2: Board of Directors Meetings

Board meetings will be held at least once annually and as necessary to conduct the business of the association.

## ARTICLE VIII: AMENDMENTS

### Section 1: Amendments

These bylaws should be reviewed on an annual basis and may be amended by the board as needed to facilitate the purpose and activities of the association.



## CONFERENCE PLANNING

### 2012 Conference Review and Discussion

#### 1. 2012 Schedule

##### Thursday, Feb 23

- 1:00-1:25 Opening Remarks - Dr. Geoff Gamble, Senior Vice Provost, University of North Texas
- 1:30-2:25 *Hot Topics in Copyright* - Gail Clement - Texas A&M
- 2:30-3:25 *ETD Embargoes at UTA* - Ramona Holmes, University of Texas at Arlington
- 3:30-3:45 Break
- 3:45-4:40 *Demystifying Library Acquisitions: Insight on How Academic Libraries Select Dissertations*
- for Their Collections - Billie Peterson-Lugo, Baylor University
- 4:45-5:15 Poster Session
- 5:30-7:30 Conference Dinner

##### Friday, Feb 24

- 8:00-8:30 Continental Breakfast
- 8:30-9:25 *Keynote: The Life Cycle of Electronic Theses and Dissertations* – Martin Halbert, University of North Texas
- 9:30-10:25 *Publishers Say YES to ETDs: The 2011 NDLTD Survey Results* - Gail McMillan, Virginia Tech
- 10:25-10:35 Break
- 10:35-11:30 *ETDs at UNT: Rhapsody in Green* - Jill Kleister and Daniel Alemneh, University of North Texas
- 11:30-12:00 Closing Remarks - Dr. James Meernik, Acting Dean - Toulouse Graduate School, University of North Texas
- 12:00 – 1:30 Lunch
- 1:00-2:00 **Special Event!** [Focus Group: Lifecycle Management of Electronic Theses and Dissertations](#) (RSVP in advance)
- 2:00-3:00 **Special Event!** Tour of the UNT Digital Project Unit

#### 2. Update from Jill

### 3. Evaluation Results

#### 2013 TxETDA/USETDA Region 3 Conference

##### 1. Date

- Thursday, February 28-Friday, March 1, 2013

##### 2. Location

- Texas A&M University, College Station

##### 3. Division of Responsibilities

- Local Arrangement - Laura
- Program Planning
  - i. Presentations
  - ii. Keynote/Plenaries
  - iii. Poster Session
  - iv. Program Brochure
- Evaluation
- Registration

##### 4. Theme

##### 5. Timeline

- September
  - i. 204 E Evans Library (reserved)
  - ii. Save the Date
  - iii. Finalize Theme
- October
  - i. Reserve hotel block
  - ii. Develop conference page on TxETDA website
  - iii. Set up OCS site
  - iv. Identify keynote/plenary speakers
  - v. Call for Presentations Proposals
  - vi. Identify Dinner Venue
- November
  - i. Set up registration via OCS/PayPal
- December

- i. Deadline for Presenters/Poster submissions
- January
  - i. Notify Presenters/Posters of acceptance, mid-January
  - ii. Open registration
- February
  - i. Close registration, 1-2 weeks prior to conference
  - ii. Finalize program brochure
- 6. Venues
  - Sterling C. Evans Library
    - i. Presentations/Posters
    - ii. No Cost
    - iii. TTVN and live web streaming/recording capacity
  - Evening social event (Thursday): Location TBD
- 7. Lodging
  - TBD
  - Look for shuttle service to University
- 8. Parking
  - Garage= \$15 per day
- 9. Meals
  - Day 1: Dinner
  - Day 2: Breakfast, Lunch? Snacks?
  - Refreshments
- 10. Sponsorship
- 11. Swag/Speaker Gifts
- 12. Registration
  - Amount
  - PayPal
- 13. Schedule
  - 1pm, Thursday through noon, Friday

#### 14. Program

- Keynote
- Plenaries
- Presentations
- Posters
- Other?



## QUESTIONS

1. What is our deepest intention/purpose as an association? Why do we exist?
2. Does our vision still represent who we strive to be?
3. What about TxETDA is important (or makes a difference) to you?
4. What about TxETDA has the potential to make the most difference/unique contribution to the lives/work of ETD professionals?
5. Does our mission currently represent what we are doing? If not, what should it say?
6. Does our mission still represent the outcomes we hope to achieve? If not, what should it say?
7. Does our mission align with our vision/purpose?
8. What was the best thing TxETDA implemented/offered this year?
9. What thing was the most lacking?
10. What could we do to be more successful?
11. What should we stop? What should we continue? What should we start?
12. Which activities can make the biggest difference to our members?
13. What opportunities can you see for TxETDA in the coming year?