RePAH management board meeting

December 6th, 2006 – by video conference link

Present: Prof. M. Greengrass (MG), Prof. S. Brown (SB), Jared Bryson (JB), Dave Gerrard (DG), Robb Ross (RR).

1. **Matters arising:**
No matters arising.

2. **Minutes of last meeting:**
The minutes of the last meeting were agreed.

3. **Website URL:**
Both URLs (repah.dmu.ac.uk and rpah.dmu.ac.uk) now point to the same web site

4. **Copy for AHDS newsletter**
This action has been put in abeyance until data from the initial focus groups has been collated and analysed. This will provide points of interest that can be used by the AHDS as well as news items on the project website.

Action: RR to include this point on agenda for next meeting.

Action: MG to provide brief report on what content can be used.

5. **Portal development contact and AHDS search widget.**
DG has sent URL of widget to JB.
Contact name in AHDS for portals is Chris Stephens. DG to meet AHDS next week concerning portals and will report back at next meeting. MG/JB have met the portal designer at Sheffield and are now aware of the technology implementation adopted, but it is bespoke to them and each HEI will have their own approach. JB will send details to the rest of the group.
The definition of a portal was discussed and it was agree consensus is required before the focus groups so that a consistent understanding by each team is presented to all groups. DG will develop the JISC definition and circulate it for comment. The responses gained from the focus groups will drive the development of a demonstrator that will show the practical applications of portals (authentication methods do not need to be shown).
This area needs to be kept active as developments in technology will affect what can be used within a portal.

Action: DG to report on portal development within AHDS at next meeting.

Action: JB to send details of Sheffield portal development.

Action: DG to develop definition of portal and circulate for comment by the end of today.

6. Headings for final report.

MG has been in contact with Stuart Dunne concerning the format of the final report. It was noted that in the Application bid under 'Dissemination' it states that 'The report will be published online, via the projects and services participating in this project, with downloadable Word and PDF versions and a discussion area (by negotiation) on the Research Methods Network portal or relevant RDN portals.'

7. Outreach and awareness.

JB has met Leslie Huxley from Bristol who is looking at current user analysis in arts and humanities. It was agreed that the project also needs to look at non-UK based work and JB will look into the 'New Performance Framework'.

The Delphi exercise start and end points need to be moved back. This will still fit into the timescales of the project and still provide the necessary data for development of the demonstrator. It was noted that we need to have within the Delphi sample, a representative from as many of the domains and sub-domains as possible as well as a spread of technical proficiency. It is anticipated that the Aria contact list, online questionnaire respondents and focus group participants will provide an appropriate sample.

Action: JB to investigate New Performance Framework.

8. Focus groups

JB gave a short report on the focus group from the 7th November. 9 questionnaires were returned and preliminary analysis indicates that data collection and analysis is the main activity undertaken by the participants. There was also negative feedback as to the use of a portal, when tools in current use (Google, etc) are already a known and established means of obtaining information and the use of an unfamiliar environment was perceived as unnecessary. It was agreed:

- The project is still trying to scope user requirements
- We need to find examples of good practice
- We need to use these examples to support the questions asked within the focus groups
- The concept of the research cycle was helpful in identifying how people used portals
- The benefits of the specific nature of portals needs to be emphasised for expert use
- There will be resistance to the use of portals due to unfamiliarity with the technology and conservative use of ICT

There are currently 5 focus groups arranged at Sheffield within the fields of: History, Information Studies, Russian Studies, Archaeology and Biblical Studies. Arrangements for groups at De Montfort are progressing slowly with only two groups arranged: Textiles and Fine Art. There is the possibility of arranging focus groups at Salford University and Brunel within the practising arts, but this needs to be followed up. JB will approach the Music faculty at Sheffield to see if a group can be arranged there.

Action: RR to contact Salford and Brunel Universities re: focus groups.

Action: JB to approach Music faculty at Sheffield re: focus group.

9. Questionnaire development

The LAIRAH project questions have been integrated into the RePAH online questionnaire. After less than a week online there have been 36 completed questionnaires.

Claire will ensure that both Humbul and AHDS put a link to the questionnaire on their sites.

The current software used for the online questionnaire does not provide all the functionality the project would like. RR to look further into an enhanced version and assess the cost of an upgrade.

Extraction and analysis of the results from the questionnaire will be lead by JB and DG as it has a direct impact upon their roles in the project. It will also relate to headings in the report and this should be taken into account in future discussions.

Action: RR to look at enhanced questionnaire software functionality.

10. CIBER and RDN performance management

The report on Deep Log Analysis produced by RR had been read by everyone, and it was agreed that the benefit of DLA for RePAH need to be discussed further at the next meeting.

MG met with Mike Fraser of Humbul and was able to resolve the issues surrounding what the project needed from his organisation for analysis. The project needs from Humbul:

- Raw log files,
- Anonymous search term lists,
- Qualitative data from Humul's own internal user trend exercise.

The data will cover the period from August 2004 to the end of July 2005. Other material will be provided through to the end of 2005, but will be unavailable until early 2006. Mike Fraser will send all available data to MG before Christmas 2005, who will then pass it on to Claire. MG has obtained the contact at Humbul who will be dealing with provision of the data. His name is Alan Edwards; email alan.edwards@oucs.ox.ac.uk

Action: RR to put Deep Log Analysis on agenda of next meeting.

Action: DG to send Humbul data to Claire w/c 02/01/2006

11. Project board meeting

RR has now arranged this for 19th January at DMU, to start at 11.00 and finish no later than 3.00pm. A draft agenda need to be developed for the meeting. RR to prompt MG.

Action: RR to prompt MG for draft agenda for next project board meeting.

12. Budgetary management

RR has now made arrangements with Sheffield University's finance department for budgetary details to be sent to DMU so that he can keep control over expenditure.

13. Next meeting
The next meeting is set for 17th January 2006.