Chronicles Advisory Minutes  
2013/05/17

Attendees
1. Liz Bishoff (Bishoff Consulting)
2. Robert Horton (IMLS)
3. Nick Krabbenhoft (Educopia Institute)
4. Mary Molinaro (University of Kentucky)
5. Matt Schultz (Educopia Institute)
6. Katherine Skinner (Educopia Institute)

Decisions
- Reviewers should evaluate whether the guidelines address the intended audience with a sweet spot of helpful overview and specific recommendations.

Topics
1. Guidelines
   a. Matt Schultz (Educopia Institute) reviewed his approach to the writing the guidelines, following the model of the Managing and Sharing Data from UK Data Archives. The Introduction and Inventory sections were ready for the meeting, and the remaining preservation sections would be ready by 5/24. The complete guidelines should be complete by the end of May. Each section is about 3-4 pages, enough to give context without overwhelming readers.
      i. Robert Horton (IMLS) and Liz Bishoff (Bishoff Consulting) appreciated the format and content. However, they wondered about the intended audience of the guidelines and if the current documents might not include enough specifics or make light of the challenge.
         1. Katherine Skinner (Educopia Institute) and Matt responded that this was a key tension in drafting the documents. They are trying to speak to a broad audience without alienating them with detail, while not producing an overly simplistic document that will be dismissed by experts. They would appreciate if the Advisory Committee evaluates if guidelines are hitting that sweet spot.
      ii. Liz also requested that the guidelines explain that they are discussing the curation of existing content not digitization standards. She recommended pointing to digitization guides and resources in the introduction.
      iii. Sue Kellerman had suggested using a more definite word than “spectrum” in the guidelines. Mary, Katherine, and Matt argued that the acknowledging the continuum of approaches was essential and that “spectrum” should be retained.