



Association for Literary and Linguistic Computing Committee

Minutes of the ALLC Committee Meeting held at Oslo, Norway, 3-4 December 2005

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The chair opened the meeting at 9.15. The committee stood for a moment's silence in remembrance of Paul Fortier.

1. Attendance

Harold Short (Chair), Lisa Lena Opas-Hänninen (Secretary), Espen Ore, Liliane Gallet-Blanchard, Alejandro Bia, Melissa Terras (Acting Secretary), Laszlo Hunyadi, Elisabeth Burr, John Nerbonne, David Robey, Lorna Hughes.

Apologies: Jean Anderson (Treasurer), Edward Vanhoutte, Marilyn Deegan, Simon Horobin, Michael Sperberg-McQueen, Thomas Rommel.

The chair sent best wishes to Jean and John Anderson.

The chair noted some minor changes to original agenda.

2. Minutes and Matters arising

Amendments to previous minutes:

Item 7: paragraph 2, "committee" should be added before "members" in the last sentence. Laszlo Hunyadi is noted as sending his apologies twice. Paragraph 3: John was "nominated as a co-opted Committee Member". 10.2, last but one paragraph, "chair" not "hair". Point 11 should be included, even though memorials were skipped over. Misspelling of name: Professor Goebel from Saltsburg.

With these changes, the minutes were accepted as a true reflection of the meeting.

2.1 Matters arising

Under item 4, Methods conference. Lisa Lena Opas-Hänninen reported that it was a success, with delegates submitting abstracts for Digital Humanities 2006. Professor Goebel was well received. John Nerbonne confirmed that it was well received.

Under item 5, treasurer's report. Regarding the problems members have setting up Direct Debits in countries other than the UK: due to the recent changes at OUP, further consultation is needed, after which David Robey will meet with OUP regarding this problem.

Item 5, Alex Bia, Jean Anderson and Lisa Lena Opas-Hänninen will carry out a cost analysis of midterm meetings for the summer meeting to ascertain where savings can be made.

Item 7, Harold Short will undertake a review of the procedures for electing the membership of the committee for the summer meeting.

Item 8.1, the roles of the new Associate Editors of LLC had not been clarified, Marilyn Deegan will make terms of reference specific at the summer meeting.

Item 8.1, Harold Short was to find out why promotional materials did not reach Canada. He reported that a confusion over dates meant they were not delivered. OUP should be supplied with dates of conferences that LLC should be promoted at, Melissa Terras would pass these on to OUP. All committee members should forward information to Melissa Terras who will liaise with OUP.

Promoting Journal in our own regions. Lisa Lena went to 3 different conferences in Finland with promotional materials, and this has increased submissions from the Finnish region. Espen had been busy too, Elisabeth Burr and Laszlo Hunyadi were both pushing institutional subscriptions at their institutions. Espen believes that in Norway it was easier to get new individual members rather than institutional members. John Nerbonne pointed out that libraries often wanted packages of journals not individual ones. Harold Short agreed we need to follow up with OUP how we feature with consortium bundles and how that is reported to us. Harold Short reported that he had recruited 12 additional individual members, and was talking to a couple of institutions.

Item 8.1, Harold Short proposed constructing a database of members. This would include current and lapsed members, attendees of the conference, and those who submit articles to LLC. Work has been undertaken on this at King's College London. Data protection issues need to be considered before any use is made of the database. Harold Short and Melissa Terras will draft a letter which will be used to contact lapsed members and any other potential new members for the journal.

Item 8.5, Harold Short and Melissa Terras will put a proposal together for the next meeting regarding electronic archiving of ALLC material.

Item 8.5, Edward Vanhoutte and Marilyn Deegan were to circulate a proposal for the reestablishment of the conference report. Melissa Terras will ask them to circulate it to the committee by email before next summer's meeting.

Item 9.7, Laszlo Hunyadi stands down from the ADHO steering committee at the conference in 2007, Elisabeth Burr was suggested as a replacement, but has time to think about whether she would like to do it.

The chair thanked Susan Hockey for taking on the role of ADHO Conference Co-ordinating Committee Chair, and for her work on conference reviewers list. David Robey would approach Susan Hockey and talk to her about her other suggestions for developing the reviewers list and the conference.

It was suggested that there was a meeting of past program chairs to discuss difficulties of organising the conference and the reviewing process, this could perhaps be done at the conference. There will also be an ALLC session. COSH/COCH (which have changed their name to SDH-SEMI) also want a session at the conference, and Lisa Lena needed to know whether ALLC will have a single session, or joint session with ACH. It was suggested that a joint open session might be a good idea, as if all 3 have a session it will take too much time out of the conference. The SDH-SEMI is usually three papers, whereas the ALLC/ACH session is usually more of a free flowing discussion (the last two years have been about ADHO). More reflection is needed on this. There was a discussion about posters and poster-izing rejected conference papers; there was concern that we

should avoid taking bad papers and turning them into posters. There are difficulties in "downgrading" papers to posters: posters should stand on their own academic merits. Also, there are issues regarding promissory papers which do not deliver: work in progress is more suited to posters than papers. Lorna Hughes reported that the quality of posters has improved dramatically, and that the boiler plate text on the call for papers should be reworded to reflect the new quality, and purpose of the poster papers.

3. Chair's Report

Most items are covered in the agenda. Paul Fortier's death was a major loss to the ALLC: condolences were sent to Penny on behalf of Association, and Lisa Lena Opas-Hänninen has offered to write a brief obituary for the website and something longer for LLC. Further discussion on this will occur at the appropriate point in the agenda.

The chair reported that this is a time of great potential for ALLC: the first Digital Humanities conference will be a very special event, and could give real momentum to the organisations involved. The profile of ALLC and ADHO, and the academic field as a whole, could be raised massively, and specific targets for adding new members will be discussed at the appropriate point in the agenda.

4. Charity Trustees

Harold Short reported that the return had been made to the Charity Commission. It was agreed at last December's meeting that all of the committee would stand as trustees. Harold Short asked members of the committee for their date of birth so the last paperwork could be submitted. Jean Anderson was chasing the accountant for the audited accounts, those plus dates of birth will be enough to complete the paperwork for this year.

5. Secretary's Report

Lisa Lena Opas-Hänninen confirmed that her report will come under Conference in the agenda.

Melissa Terras reported that she had discussed the amendments to the ADHO protocols with John Unsworth. Harold Short and Melissa Terras would consult with John Unsworth regarding the ALLC and ACH changes to the documentation, in order to have the documentation clarified before the first Digital Humanities conference.

Melissa Terras would liaise with OUP over various issues regarding membership, advertising, etc, once the new contact at OUP had been established. Melissa Terras would consult with Harold Short regarding this.

6. Treasurer's Report

Jean Anderson did not submit a report as she was waiting for the accountant to audit the accounts.

7. Communications of the Association

7.1 Journal

Melissa Terras presented Marilyn Deegan's report on the journal, which involved

details of the new contract, and the new online submission and management system, which is now in place and should make editing and typesetting papers a faster and easier process. Testing of the new system has been successful, and it will go live in December 2005. The complete reviewers list is now on the OUP system. Marilyn Deegan should send a list of these reviewers to Susan Hockey so she can compare them with the amended conference reviewer list. Claire Morton had been overseeing Literary and Linguistic computing, but Trish Thomas is someone we will now work with. She is based in New York, but has responsibilities in both NY and Oxford offices, therefore making her accessible.

The main action point in Marilyn Deegan's report regarded the status of the Young Scholars issue, which is a special edition that is ready to be printed, but due to the amount of accepted papers, without paying for a special edition, it would not be printed until 2008. The committee was asked to vote on whether to provide the money (approximately £3100) for this special issue. Harold Short mentioned that we had already paid for one extra issue in the past. Espen Ore said in principle it could be good publicity, John Nerbonne said it was unfair to have papers waiting so long for publication. Lisa Lena Opas-Hänninen asked what else the money could be spent on, which would be impossible if the money was spent on the special issue, although there was an area of potentially large growth for ALLC in fostering young scholars. Lisa Lena Opas-Hänninen proposed that we pay for the special edition, this was seconded by Lorna Hughes, and voted in unanimously. Harold Short thanked Melissa Terras and Edward Vanhoutte for their work with the young scholars. (For a discussion regarding the joint funding of special issues from ALLC and ACH see section 12, AOB).

It was suggested that we should maybe discuss with OUP on moving to a 5 or 6 issues per year model if the journal was so popular, although this would put up subscription costs. Marilyn Deegan was asked to pursue the question of more issues per year with OUP and present her findings at next summer's meeting. Elisabeth Burr pointed out that special issues are more flexible. Lorna Hughes asked to revisit publishing of young scholars elsewhere, as it may be fruitful to discuss this with DHQ.

Espen Ore asked about a potential book series: Harold Short reported there was provision for this, as John Unsworth has liaised with the University of Illinois Press, and the resulting series will be edited by Ray Siemens and Susan Schriebman. It was also pointed out that the OHC have a small print press for humanities computing material.

Espen Ore asked about open archiving, and post print issues, not pre print issues. Harold Short reported that OUP would be willing to come to the conference for an open session to discuss with the community about developments with LLC, presenting on issues regarding open archives, and other issues in new publishing. Harold Short would liaise with OUP regarding this.

7.2 Humanist

There was not a great deal to report on this – it was still a very active discussion forum.

7.3 Computing in the Humanities Working Papers (CHWP)

Very little to report. The issue of whether this should be used as a preprint service would be revisited at the next meeting.

7.4 Web site

Harold Short reported that the XML framework is ready for review, and then for mounting. The content is up to date, so the website will move to this as soon as it is ready. Lisa Lena Opas-Hänninen reported that the German version was ready but needs to be reviewed. The French version will be next one, and it would be very nice to have this up before the Paris conference. Espen Ore asked if an updated, RSS feed would be available. However, someone will need to do the work to find the news and feed the news in, but there are perhaps synergies with Humanist, on the RSS feed. An online submission form should be made available for submitting information, or for signing up to the feed. Melissa Terras and Harold Short will talk to Arianna Ciula at KCL about a possible submission form and how this would work. Melissa Terras asked for everyone to update their biographies on the website as some were seriously out of date. Biographies should be mailed to her.

7.5 ALLC Archives

Harold Short and Melissa Terras will have discussions about archives and report at the next meeting.

8. ADHO

8.1. Steering Committee report

There were two items of interest, firstly that the conference protocols needed to be finalised, and that there were further discussions about SDH-SEMI joining the Alliance. There will be further discussion by the ADHO steering committee about this, and certain practical issues needed to be resolved regarding levels of subscription, etc.

8.2 Governance and Conference protocols

Harold Short reported that Melissa Terras and John Unsworth had been in contact regarding the amalgamation of ACH and ALLC changes to the protocols, therefore these should be reviewed outside this meeting. The documents were ratified in principal in Victoria subject to changes. The final version would be ratified in Paris, so these would be made available for discussion online. These need to be discussed soon: Harold Short would prompt all to have discussion on this online.

8.3 Finances

Harold Short presented a list of journal subscribers: both institutional and individuals, and those who are electronic and print subscribers, and gave a report on the subscription levels and financial implications. It is not easy to know what the profits will be this year because of changes to the system, profits last year were £22,000. OUP were confident that some substantial costs are being absorbed with the new system, therefore profits will be much higher this year, they are also pushing aggregate and associated packages. More information is needed from OUP regarding consortium arrangements and aggregates packages, estimated incomes per subscription and institutional subscription.

There was lot of potential for expansion of subscription numbers (and therefore the generation of income). The Australians are interested in forming a chapter,

and there is a lot of Japanese subscription, therefore a constituent association could be established in Japan. Harold Short projected subscription levels that we should use as targets to gain new subscribers, for both institutional and individual subscriptions. Questions were raised about electronic only individual membership, whether this would be possible. Also, the association should think about developing its membership services. Bundling conference attendance with membership – making people sign up in order to attend the Paris conference, may increase membership substantially. The students attending with student fee waivers at the conference might renew the next year. The point was raised (for the third time) about how OUP should be able to deduct money every year from credit cards worldwide. Harold Short to liaise with OUP regarding this, as before.

The meeting broke for coffee at 3.30, at 4pm the chair reconvened the meeting.

Harold Short, returned to targets and projections for membership subscription. Melissa Terras raised the fact that various people could be encouraged to join: those who have lapsed membership, conference attendees who are not members (from present and past conferences), those who have submitted papers to the journal, and those on the reviewers database for the conference and for the journal. Harold Short and Melissa Terras to liaise regarding how to identify these individuals.

It was suggested that the list of institutional models for humanities computing could be used as a starting point in order to target both individual and institutional subscribers.

Espen Ore suggested that the letter should detail the other activities that ADHO is involved in. Harold Short assured that the letters would be a personal approach, to encourage individuals to subscribe.

There was a discussion on whether membership should be compulsory to attend the conference, or submit a paper (to either ALLC or ACH).

Harold Short is to follow up with OUP for access to promotional material. Each committee member should have some promotional material. Also a brochure in electronic form should be available. This should be made available on ALLC and ADHO websites. Harold Short and Melissa Terras should follow up with OUP. Arrangements should be made each year to send committee members some promotional materials.

To summarise: a database of potential subscribers will be made, and this list made available to committee members to see who we are going to contact. Harold Short will then do a mail shot with a personal letter, promotional materials, and sign up form (liaise with OUP) to try and increase subscriber numbers.

Harold Short will consult with Marilyn Deegan regarding whether individuals should have to be a member of the association in order to submit papers to the journal. There is a possibility that this could begin in 2006, so by the issues published in 2008, everyone published would be a subscriber. This could also apply to DHQ. Melissa Terras would consult with Julia Flanders and Wendell Piez about this. Harold Short would raise this in Paris with the ADHO steering committee.

Harold Short asked whether Text technology should be another publication of ADHO, as part of SDH-SEMI membership?

8.4 Conference Co-ordinating committee

Susan Hockey has agreed to chair the conference co-ordinating committee. Espen Ore is the ALLC nominated member, Julia Flanders is the nominated ACH member. This committee would work on a conference coordinating document. There should also be documentation for conference chairs, local organizers, etc. It is important that feedback from each year reaches future conferences. Not much communication has been received about this so far, Susan has done a lot of work on her own on this. .

8.5 Publications

8.5.1 DHQ

Melissa Terras reported on the development of DHQ, including the structure of the team, progress so far, plans for the first issue, and the calls for submission. Members of the committee were asked to encourage people to submit material to the journal.

Melissa Terras asked if DHQ could host the official conference Blog of the Paris conference: Liliane Gallet-Blanchard confirmed that wireless will be available, and this would be possible.

There are links with LLC which can be explored (for example in data linkage between articles and datasets). Marilyn Deegan and Julia Flanders will be meeting in February 2006 in the UK. It was suggested that there should be a meeting in Paris, perhaps dinner, between the two editorial teams. Julia Flanders should be put in touch with Internet Archaeology regarding how they host and share multimedia.

Lisa Lena Opas-Hänninen suggested that it might be appropriate to publish the papers from Paris which would be more useful in a digital format in DHQ. Presenters could submit the paper to one source, and the editors or selection committee will decide which work in the best format, print or online. Melissa Terras would consult with Wendell Piez and Julia Flanders over this, Harold Short would consult with Marilyn Deegan. Espen Ore suggested that we should also look to see how posters could be published in digital format after the conference. Melissa Terras would consult with Wendell Piez and Julia Flanders. There is also the question whether DHQ would be an appropriate venue for hosting working papers.

There was a query whether LLC any plans to submit to a citation index? Harold Short will ask Marilyn Deegan if any plans for this.

DHQ should be mentioned when publicising ADHO, and should be mentioned in our promotional material.

It was agreed that ALLC should have their own leaflet separate from OUP's materials. Melissa Terras will liaise with Harold Short about the graphic designer at KCL. Materials should also be available in larger poster sized formats, in digital versions so that people can download them from the website.

Harold Short will liaise with Julia Flanders regarding explicit costings required for DHQ.

8.5.2 ADHO publications committee

This committee should look into the CHWP as a pre-print service, it is minuted that this issue will be returned to in the future.

8.6 Internationalism & multi-lingualism/multi-culturalism

ADHO proposed that there should be another committee on multilingualism and multiculturalism. Elisabeth Burr has agreed to chair this committee. A nominated member for each association should attend: Harold proposed Concha Sans Miguel, Lisa Lena Opas-Hänninen seconded, and the vote was unanimous. (Peter Liddell is the member for ACH).

Elisabeth Burr reported on the work of the committee: very little to report, as work has just started: the main directive is theoretical, and there was lots to discuss, such as applications, the sensitivity of reviewers in conferences to internationalism. This has close synergy with the internationalism committee set up by DHQ, and that committee should work with the ADHO committee. A wiki would be set up. The chair thanked Elisabeth for her work on this.

8.7 Activities and initiatives

There were no activities discussed which were not covered elsewhere.

8.8 New constituent organisation applications

SDH-SEMI will be joining ADHO. When John Unsworth and Harold Short were in Australia, there were conversations with universities there (especially Chris Cheshire, from the University of Sydney), and the idea of developing an Australian/new Zealand chapter of ADHO was formed. Some formal and specific discussions have started regarding this.

8.9 Relations with associated organisations

8.9.1. ACL

John Nerbonne proposed that it would be useful to have contact between ADHO and ACL, as there are lots of synergies and possibilities between the membership and associations. John Nerbonne suggested he would flag up this and liaise with ACL association and report back something more formal about the relationship between the two organisations at the summer meeting. Lisa Lena Opas-Hänninen proposed we accept John's offer to be the ALLC liaison with ACL, Laszlo Hunyadi seconded it, and the vote was unanimous. The chair thanked John for his offer to do this.

8.9.2. CLIP

CLIP is the romance language and literature conference, which will be held at KCL in July 2006, organised by Paul Spence. CLIP exists as a conference only, not as an association. ALLC sponsors 3 bursaries of 500 euros each, so this is requested for the Kings conference. Lisa Lena Opas-Hänninen proposed that we continue to give CLIP support in the form of 3 bursaries including membership of the journal, i.e. 500 euros plus the journal membership. Alex Bia seconded, the vote was unanimous.

The conference rates for CLIP were just being formalised. There would be a

reduced rate for those going to both CLIP and Digital Humanities as they are very close to each other.

8.9.3 Professional organisations in Europe

The Association for History and Computing is another group which would be interested in liaising with ADHO and ALLC. It was suggested that we could ascertain their interest in ADHO. Also, CHArt (Computers and the History of Art). Various activities could be undertaken: Offer them some sessions in the conference? Co-locating conferences which overlap? Other related activities could get involved, such as architecture, or law. There could be a special proposal for a strand, for example a 5th parallel session for the ADHO conference, if another organisation wished to get involved.

9. Conferences

9.1 2005

Harold Short reported that the residual item is publication of selected papers from the conference, which will be co-edited by Lisa Lena Opas-Hänninen and Alejandro Bia. Alex Bia reported that they received 20 papers and will publish the 10 best papers in issue 2 of LLC next year. The selection process was being finalised.

9.2 2006

Liliane Gallet-Blanchard reported on the Paris conference. A possible front page of the conference book was passed round for comment. There was discussion that since it was the first ADHO conference, it should also say "First International conference of the Alliance of Digital Humanities Organizations". Liliane Gallet-Blanchard and Lisa Lena Opas-Hänninen will look again at the cover, and consider whether French needs to be included.

Liliane demonstrated a PowerPoint template that was available from the website, if presenters want a standard conference template. Again, the ADHO logo will be added to this.

Registration fees were presented: these will be higher for non members. There needs to be a seamless process regarding how members/ non-members are identified, and how non-members can automatically join as part of conference registration, but this needs to be agreed with OUP. Checking for those who are

members is easiest done with a check box: this would be manually checked against the members list. However, there needs to be discussion between OUP as to how to make non members into members. The matter regarding problems with establishing direct debits for subscriptions outside the UK was also raised. Harold Short and Melissa Terras would check with OUP as to how people can be automatically subscribed to LLC if they are non members.

The conference lunches will be a buffet inside the Sorbonne. Registration fee includes all lunches. Excursion will be optional on the Sunday and will leave at 10am. The banquet will be 4 hours on the boat. 6 bursaries would be available, at 750 euros. (5 are also available from ALLC, and 5 from ACH).

There was a discussion regarding registration fees, whether it would be possible for local students to have a reduced bursary: a registration of 150 euros plus membership of ALLC, so 200 euros in total. This would mean more students could attend. The name would be changed to fee waivers instead of bursaries, to avoid confusion with the larger ALLC and ACH bursaries.

There was a discussion about whether there would be reduced fees for those who didn't want food, as lunches are included, but as the system is going live next week this is not possible. We should bear this in mind for a future discussion, although it is noted that there would be problems policing this.

Lisa Lena Opas-Hänninen reported that there had been 150 paper submissions, 9 session submissions (27 papers equivalent) plus the SDH-SEMI and ALLC/ACH sessions, and 27 posters submissions. There were 23 papers in languages other than English, 21 in French, one in Italian, one in Spanish (numbers may not be exact). It was calculated that it would be able to accept 81 papers if there are 3 parallel sessions, 111 if we do 4 parallel sessions. Therefore 4 parallel sessions were agreed for at least part of the conference, 111 papers being the absolute maximum. Comparison was made with last years conference (which had an acceptance rate average of 71%, with papers having an acceptance rate of 60%), and the capacity of the rooms were also checked to make sure they could hold the predicted audience. There were questions on whether panel sessions should be reviewed more strictly (last year there were 100% acceptance rates of panel sessions). This year there are few submissions for panel sessions. 4 parallel sessions will be made, and if there are not enough good papers there

will be 3 parallel sessions. It was reported that there are a lot of proposals from people who have not attended before, and that the call for papers released at Victoria was a success. There was a high proportion of international papers. Some papers have been submitted as a paper and a poster.

The deadline for submission would not be extended. There was discussion about this: it is usually extended, but not this time – some people have been caught out, but it has to be strict. There was discussion about this principle: if we are allowing for special cases to be allowed to submit after the deadline, this should be made public. There was discussion about whether the decision to grant certain extensions should be made by the program committee or chair, and it was agreed that this should be the program committee rather than the chair. It should be made explicit in the call for papers that the deadline will be fixed. This should also be put into the conference protocol: there will be no extensions. Espen Ore will raise this with the ADHO conference committee.

There was concern that some abstracts are very short. The conference call has a maximum number of words, but not a minimum, and there was a discussion about whether there should be a minimum. This will be returned to at a point in the future.

Lisa Lena Opas-Hänninen asked for volunteers to review in specific languages. Papers for review will be sent out before xmas, and due back before the end of January.

There was confusion about who are the ALLC members on the program committee: it was proposed that Espen could replace Paul Fortier. Elisabeth Burr and Espen Ore are now on the program committee.

The plenary speakers have accepted. These will be Robert Tavernor, Professor of Architecture and Urban Design, and Director of the Cities Programme at the

London School of Economics (LSE), and Professor Tapio Sepänen , Department of Electrical and Information Engineering, University of Oulu, Finland.

The meetings were fixed for Paris: The ADHO steering committee will meet on the morning of Tuesday 4 th July, ALLC committee meeting from lunchtime Tuesday 4 th 2pm, and continue on Wednesday till lunchtime. Harold Short will

confirm this with ADHO, then Melissa Terras will send out dates to confirm these with the committee.

Lisa Lena Opas-Hänninen discussed the conference management system. There were some technical problems: pictures could not be uploaded, which needs attention. The reviewing system is different from last year. Lisa Lena Opas-Hänninen asked if Association will pay for changes to system to make reviews better and more detailed and increase submissions, and the documentation to pass on the system for next years conference. There was concern from the committee that there should be liaison about this with ADHO technical team (Stefan Sinclair and John Unsworth) to ensure continuity. In the future the database will be hosted centrally on the ADHO servers for continuity in maintenance, support, development, and integrity of data. It was too late to change the system this year, Lisa Lena Opas-Hänninen consulted with her technical team, and the Chair agreed that a budget of 500 euros should be provided to update the reviewing system for this year. Lisa Lena Opas-Hänninen will liaise with John Unsworth and his team to make sure any problems found are implemented on the ADHO servers for future conferences. Future implementations of system should make sure that passwords are more secure.

The chair recorded thanks for Lisa Lena Opas-Hänninen and Liliane Gallet-Blanchard for all their hard work so far on the Paris conference.

At this point the meeting broke for lunch. The chair ended on a happy note: Liliane had become a grandmother, and Alex will soon be a father.

The chair reconvened the meeting at 2.15pm.

9.3 2007

The 2007 conference will be in Illinois at Urbana Champaign, hosted by John Unsworth. Ray Siemens will be program chair. Paul Fortier's name should be removed from the programme committee (9.7 of last years minutes). There will be confirmation by email from Harold Short on who would be the replacement member.

10. Memorials

10.1 Antonio Zampolli

One of the proposals for a memorial was a website where photographs and comments and memories could be recorded. Arianna Ciula at KCL has developed a system which incorporated photos, links, and a submission engine, and Harold Short would send it round to the committee for review before making it public in the new year.

Other possible memorials listed were: a publication in his honour, naming awards

after him, naming conference banquet after him, having a special issue of the journal named after him, dedicating Paris conference to him (and Paul?). Contact was to be made with Nicoletta Calzolari, Marilyn Deegan has spoken to her, and Harold Short has also spoken, and they have agreed to keep in touch. (Nicoletta is involved in a publication too, but that wouldn't conflict, although it would be good to make it complementary to anything ALLC did).

It was suggested that Susan Hockey may be interested in editing a publication in his honour, Harold Short would approach her to see whether she would.

There was a recap of the prizes awarded by ALLC: student bursaries, student prize, BUSA award. There had been previously some discussion about a prize for a one-off piece of outstanding work, but this was never implemented. This could be a rolling programme: it would depend on the quality of work as to how often it was given. There was discussion about whether it was appropriate to name this after Zampolli, and this was in agreement.

The minutes were checked to clarify the scope of the Busa award (lifetime achievement, which can include research, or institution building.) There is a need to go through the requirements of the Busa award. David Robey will liaise with Lorna about the Busa award review.

It was proposed that the Zampolli award would be for a certain piece of work: research or research related development, involving advanced use of computing technology or development of advanced research resources or tools using advanced computing, in the humanities. If the Zampolli award is to be a joint award between ALLC and ACH it will have to be approved by both committees. David Robey is to draft a proposal regarding this award for the Paris conference. The Zampolli prize could then be announced (i.e. the instigation of the prize, not the first winner).

10.2 Paul Fortier

Another website would be set up for people to submit memories about him. Harold Short to talk to Arianna Ciula about getting this set up.

There was a suggestion that a special issue should be devoted to him, either a journal or a book, focusing on the kind of research that he did. It was suggested that some of his doctoral students could be asked to contribute papers. Lisa Lena Opas-Hänninen is willing to take this on (after her Paris duties are over) if Thomas Rommel would be willing to work with her as joint editors of a special issue of papers to be published by LLC (more flexible than a print book). This would be a volume of invited papers from students and colleagues and co-researchers of literary and linguistic computing. Penny will help also.

There was a suggestion about the student prize, and a special student prize to be named after Paul Fortier. In Paris it was agreed there would be a one off Fortier prize for the best student paper (in effecting treating it as a sixth bursary). The ALLC committee would decide which is the best student paper: abstracts would be sent to the whole committee by Lisa Lena Opas-Hänninen. The paper judged to be the best will get the Fortier prize. This prize will be available for this year only, next year it will revert to the student prize as normal.

Committee members were asked to encourage students to submit work for the student prize at the same time they make a submission for the conference. Proper publicity needs to be made regarding the student prize in humanities computing,

this should be returned to in the future.

The Chair ended the meeting at 5.45. The chair recorded thanks to Espen Ore for his effort in organising the meeting.

The Chair reconvened the meeting at 9.10am on 4/12/05.

11. Association Initiatives

11.1 TEI

Harold Short reported that no ALLC members were on the TEI board but that there was close contact with the TEI, allowing him to report on the initiative. There is a strong commitment within the whole of the TEI that it should be a forum for debate of how things might be done in a common format (not how things should be done), and a forum for exchange of scholarly opinion.

Possible projects that might be supported include multilingual steps for TEI. Also, there is the opportunity for the TEI to be taking the lead in Europe, aiding the European Union in a much broader context.

There is beginning to be an understanding from funding bodies that it is important for departments and projects to join the TEI at \$500 rather than the \$5000 institutional fee, and membership to TEI is being built into project proposals. There is the opportunity for everyone to do this and this is very healthy for the TEI as it is funded only through this membership. There are no dates set for the finalisation of the P5.

11.2 Busa Award

Lorna Hughes reported that the next Busa award would be granted in 2007, in Illinois. The committee consists of Lorna Hughes, Lisa Lena Opas-Hänninen, Steve Ramsay, Stefan Sinclair, and Espen Ore. There is information available on the ALLC website, but there will be a new website of previous winners, and Harold Short is in talks with designers at KCL about this. Discussions will be completed by mid summer next year. The call for nominations will be put out for this soon.

11.3 Bursaries

There are 5 bursaries as standard, adding a 6th one this year only, one of which will be the student (Fortier) prize. There was a query as to how much this prize should be, Harold Short to clarify based on current protocol for the student prize.

11.4 Workshops

Last year ALLC supported the Victoria summer institute by \$1500 Canadian Dollars, there were about 12 ALLC students subsidised by this. Ray Siemens thanked the chair for this. ACH did the same. Ray Siemens asked whether we would consider doing the same for 2006, on the basis that it provides help for ALLC members. There was discussion about whether it was appropriate, and perhaps related events should be handled by geographically close chapters: ACH should handle US and ALLC should handle applications from the UK? Last year it was made clear that the funding was only for 2005, and it was felt that they money should be used to support events in Europe instead, therefore the workshops would not be supported this year. Harold Short would communicate

this to Ray Siemens.

ALLC funded a workshop in conjunction with the Methods Conference. There had been no other proposal for workshop funding yet for this year, and the scheme has not really been publicised enough. Marilyn Deegan is likely to propose a workshop for Slovenia, which would be a combination of 2 days of digital library training and 2 days humanities computing training. The TEI workshop in association with the CLIP 2003 conference was also supported to a certain extent. Harold Short will discuss with Melissa Terras about how to publicise this scheme further. There was a lot of potential for training workshops in the new European countries. There are plans for workshops to be included at Paris, for example a Tapor workshop from Stefan Sinclair proposed, but this has been a very recent proposal and more information is needed.

11.5 Student Prize

This item was covered elsewhere.

11.6 Project Support

11.6.1 TEI Council proposal

The TEI council proposal follows discussions in previous meetings, regarding how ALLC could continue to support TEI. Harold Short contacted Julia Flanders to put this proposal together, for developing both markup and training materials, and to provide guidelines for how to use markup in non English languages. It was felt that Julia Flanders should discuss this proposal with Alejandro Bia about the work and research his team had also carried out in this regard. There is a need for the provision of introductory material in different languages, but this proposal could work alongside the translation engine built by Alejandro and his team, and the proposal should be revised in conjunction with Alejandro and the TEI council. A much more detailed budget should also be supplied. Harold Short would ask the TEI council to work with Alejandro and his team on this.

11.6.2 Vanhoutte/Terras proposal

This project (TEI by example) was not a request for money as the CCH at Kings had commissioned the project. However, Edward Vanhoutte and Melissa Terras requested ALLC endorsement of the project. Lisa Lena Opas-Hänninen proposed the ALLC endorse this, which was seconded by Elisabeth Burr, and the vote was unanimous.

11.6.3 Multilingual Markup Website

Alejandro Bia demonstrated his site, and stressed the conflict of interest between his project and the proposal in 11.6.1, as above. Espen Ore suggested they should be in contact to talk about the Norwegian tagset.

11.7 Humanities Education

Points were flagged as a reminder of other issues we should remember. There had been no formal follow up to the aco*hum project. There were some discussions about a formal masters in humanities computing: at some point ALLC would be asked for endorsement (not funding) but it would be good to have the ALLC endorsing programs such as this to help grow the next generation of our

community.

Elisabeth Burr raised the issue that many in the community had become consultants or experts, but the community provided little advanced training to keep members abreast of new developments and technologies. There was a discussion about the possibility of having ALLC supported workshop(s) for professional development before the conferences, with trainers being who are not necessarily part of the community. Melissa Terras agreed to submit a proposal to the conference chair regarding professional development workshops, in collaboration with Elisabeth Burr. Topic raised included content management systems, colour management, exist databases/servers, visualisations and 3d visualisations, grid technologies and e-science implementations, xml and SQL and databases, gaming technologies and narratives (and theory?), three dimensional scanning: tools, techniques and usability. It might also be useful to conduct a survey at the conference on what is useful, and to develop certificates in professional development from the course.

11. 8 Multilingual/multicultural coverage

This was already covered elsewhere.

11.9 Digital library developments

There were reasonable numbers of people from the library world attending the conference, and we should encourage links with this community.

11.10 Cultural heritage: institutions and projects

The world of humanities scholars and museums and art galleries are even closer together, and we should foster developments between our communities. There

is scope to broaden links for development and involvement, particularly in training programmes.

11.11 Accreditation and affiliation

There could be a role for ALLC in terms of endorsing courses for particular purposes. This could link in with the context of workshops. In future, there could be some accreditation of trainers, but this would require a lot of development, and time, which we probably don't have. There were discussions about how to accredit things and the different meanings and difficulties of accreditation. This is not something we should be diverting a lot of energy into at the moment, but something to keep in mind.

12. Any other business

Harold Short would review financial aspects of discussions that we have had to enable discussions in detail with Jean. Possible financial implications of the meeting were: 6 th bursary (Fortier prize): it should be ascertained how much this would be. CLIP bursaries x3, 500 euros each plus subscription to the journal. Special issue of the journal, £3100, content management system, 500 euros. Perhaps a workshop in Slovenia with Marilyn Deegan: nothing is definite, but we should be aware of this. Also, perhaps there will be some training workshops before the conference, so we should keep this in mind.

It was raised whether ACH should be contributing financially to special issues of

the journal. Harold Short would liaise with Lorna Hughes about the implications of funding special issues of the journal.

Harold Short thanked all of those who attended. Harold Short noted his thanks to Espen Ore for his hospitality and in organising this event, and everyone thanked him too. Melissa Terras would send out actions points as well as the minutes to everyone. Next years mid-term meeting would start on Friday 1 st December, 2006.

The chair formally closed the meeting at 10.45.



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