

**ETD Meeting: Library, FCLA, Graduate School, CIRCA**

**DRAFT Agenda**

**Conference Room Smathers Library East**

**11:00 – 12:00 Oct. 31, 2002**

1. Status 2002 ETD's
2. Review ETD Procedure (attached)
3. Update on transfer Process from Grad School to FCLA/Library
  - a. Count of attached objects in the submission metadata in each ETD file now included?
4. Update on ETD Rights & Permissions forms
5. Acceptable formats for files to be archived by FCLA for the library – approve FCLA grid distributed May 23?
6. Update on archiving plans?
7. Update on CIRCA training
8. Schedule next meeting in Jan.