Date
March 12, 2014
1pm-2:30pm

Attendees
- Diane B. Bisom (Chair, UCR)
- Myra Appel (UCD)
- Marcia Barrett (UCSC, Note Taker)
- Heather Christenson (CDL)
- Judy Consales (UCLA)
- Elizabeth DuPuis (UCB)
- Vicki Grahame (UCI)
- Martha Hruska (UCSD)
- Polina E Ilieva (UCSF)
- Janet Martorana (UCSB)
- Angela Riggio (LAUC)
- Leslie Wolf (Portfolio Manager)
- Jean McKenzie (CLS Liaison)

Scheduled Absent:
- Emily Lin (UCM)

Guest
- Jim Dooley (UCM, sub for E Lin), 1-2 pm only

Discussion Items

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
<th>Discussion Notes</th>
<th>Decisions/Actions</th>
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</thead>
</table>
| 5min | Call to Order, Agenda Review, Announcements | Diane, Leslie | • Time Keeper (Heather)  
• Tracking Key Dates and Deliverables (Leslie)  
  • Leslie and Emily working on simplifying wiki.  
  • In order to track open items, Leslie has added a column on the meeting table called “Dates/Deliverables We are Tracking”  
• Minutes all posted  
• Substitutes – member is responsible to provide agenda and call info | Leslie Wolf will update “Dates/Deliverables We are Tracking” column on the SAG 3 meeting page |
Updates

1. Coordinating Committee
2. ILS Task Force
3. CLS
4. Bibliographer Groups
5. NGTS Pilot 4 Audio CD Cataloging

Martha
Vicki
Jean
Janet
Martha

Updates as needed; email updates are fine, unless actions required.

1. Coordinating Committee (Martha)
   - Discussion of time commitments required with system activities. CC will suggest a way to provide administrative support for chairs of SAGs and CLS. CC will discuss way to support portfolio managers.
   - CC may need its own portfolio manager. Tracking activities is a challenge for all groups.
2. ILS Task Force (Vicki)
   - In process of finalizing consultant proposal for contract to begin April 1st.
   - Small group had meeting with consultant on March 10th to go over questions.
   - Selection is confidential until we’ve settled the contract.
3. CLS (Jean)
   - Finalized Taylor & Francis Lightening Team charge.
   - Talking about ebooks framework - we have lots of reports, guiding principles, etc. How do we make big ebook packages sustainable? Once questions are identified, they will charge a group to address those.
   - CLS feels they need a portfolio manager.
4. Bibliographer Groups (Janet)
   - Discussed how to move forward - will discuss again at 4/9 meeting.
5. NGTS Pilot 4 Audio CD Cataloging (Martha)

1. Diane B. Bisom will check with Kerry on CLS need for portfolio manager.
4. Bibliographer Groups:
   - Diane B. Bisom will add bibliographer groups discussion to April 9th meeting.
5. NGTS Pilot 4 Audio CD Cataloging
   - Everyone: complete wiki survey by Monday March 17
   - Diane will add this to the next agenda.
We can thank & dismiss the group.
Martha set up a wiki survey to assess needs
Can we work collaboratively in other formats?

<table>
<thead>
<tr>
<th>30min</th>
<th><strong>Major Agenda Item:</strong> Audio/Visual Preservation</th>
<th>Beth</th>
<th>Proposed charge for group focused on audio/visual preservation</th>
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<td>• About 70% of our a/v materials are in analog format and are at risk</td>
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<td>• This is one of the CoUL priorities</td>
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<td>• There is interest in tackling this</td>
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<td>• There is a sense of urgency</td>
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<td>• Big project and will take time to put collaboration pieces in place</td>
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<td>• Dovetails with work of Collaborative Digitization group</td>
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<td>• Discussed possible nominations from campuses</td>
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<td>• We'll seek other nominations from PAG (preservation CKG)</td>
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<td>• We may need people in addition to preservation specialists (metadata, rights, etc.)</td>
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<td>Next steps (see decisions &amp; actions)</td>
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| 15min | **Next/Future Agenda Items** | All | • There is a column on the meeting table for proposed agenda topics. This will facilitate collaborative agenda building. |
|       |                               |      | • Emily Stambaugh will send a report on Shared Print for the next meeting (she is unable to attend) |

| 10min | **Action Items/Recap** | Note Taker and Portfolio Manager | Diane B. Bisom and Lesli e Wolf will build the next several agendas |