

## **Action Minutes**

### **Systemwide Operations and Planning Group (SOPAG)**

**Wednesday, March 25, 2009**

**10:00am - 4:30pm**

Face-to-face meeting at UCLA

Room: West Electronic Classroom, 23167 Research Library (2nd floor), UCLA Charles E. Young Research Library

Recorder: Susan Parker (UCLA)

#### **Attendance:**

Lorelei Tanji, Irvine; Felicia Poe, CDL; Diane Bisom Riverside; Julia Kochi, San Francisco; Luc DeClerc, San Diego, Bernie Hurley, Berkeley; Lucia Snowhill, Santa Barbara; Mary Linn Bergstrom, LAUC; Kate McGirr, Santa Cruz; Susan Parker, UCLA (recorder)

#### **1. Agenda Review & Announcements**

Announcements included thanks to UCLA for hosting and making dinner reservations, congratulations to Lucia Snowhill (UCSB) for being appointed AUL for Collections, and an informal budget round robin.

#### **ACTION:**

Discussion of SOPAG minutes resulted in confirmation that SOPAG minutes should be action minutes to record actions and assigned tasks, not to attempt to document conversations.

#### **2. Systemwide Library Planning**

Report to ULs will cover two issues: a) whether to continue to keep the budget table in the systemwide reports; and b) a proposal to adopt Tony Harvell's algorithm for counting serials. Further work, including identifying and defining qualitative measures, is needed that will help the UC Libraries tell its story in the accountability framework context.

#### **3. Next Gen Technical Services**

SOPAG reviewed the draft report and discussed the proposal to form 4 task groups; to be discussed further at UL/SOPAG meeting.

#### **4. Ad Hoc TF Digital Library Services**

Discussion of report to ULs revealed a desire to discuss the CDC Briefing Paper to see how it might fit in, then how to break down the charge into tasks and sub groups. Discussion identified the need for standards, best practices, and priorities and focus on digital material to avoid project creep. Perhaps it will be necessary to recommend a second phase to capture things that need followup.

#### **5. All Campus Group Reports**

##### **5.1 CDC Report**

CDC Briefing Paper. If endorsed by the ULs, CDC could share the document and discuss more broadly, then come up with a statement of priorities that could be reviewed for feedback before implementation.

Some of this could easily feed into Next Generation Technical Services or Digital Services Task Forces. Perhaps ULs, if they endorse this, could request transformational deliverables expected, with timelines.

Julia will touch base with HOPS so they can identify someone to join Chuck Eckman in future meetings with Ellen Switkes--to keep on top of the resources/services implications of the UC School of Global Health.

## **5.2 SCO Report**

Working on NIH update and setting up sustainability model.

## **5.3 HOPS Report**

Has been discussing document delivery on campuses. Statistics from 24/7 reference show booming business.

Encourage ACG collaborations, encourage HOPS to work with RSC, each has a liaison to the other.

## **5.4 HOTS Report**

Continues to assist with Next Generation Melvyl and tracking the reclamation project. Does the existence of NGM team along with NGM Technical Services Task Force make HOPS redundant? Luc is chair, rotating off in June. The search for a new chair is ongoing.

## **5.5 LTAG Report**

How does SOPAG envision videoconferencing working to cut down on travel? LTAG needs to set a regular time for conference call and schedule dates in advance. LTAG may be able to participate in UC Trust Shibboleth discussion to help John Ober get discussion going.

## **5.6 RSC**

ILL customer satisfaction survey was returned to Susan, who will work with them and also refine and publicize their objective.

Encourage ACG collaborations, encourage RSC to work with HOPS, each has a liaison to the other. Susan will continue to coach/advise RSC on its activities.

### **5.6.2 Direct ISO-ILL Policy Draft**

SOPAG had some questions that Susan will convey back to RSC

## **6. Project Management Skills for Consortial Collaborations**

SOPAG reviewed the draft TF charge for discussion at UL/SOPAG meeting.

## **7. Task Force Reports**

### **7.1. Next Gen Melvyl**

Will focus on communication about moving ahead on the pilot and where the responsibility lies. If communication lags, it is going to be necessary to explain why the pilot is going to take a while to go into production mode.

## **8. Report on CDL Related Items**

No items.

## **9. Discuss strategies for closer collaboration between groups (SOPAG, ACGs, CIGs, TFs)**

Utilize ACG Chairs List to share agendas, minutes between ACGs and remind where to find them. Send

email that ACG chairs will share minutes on joint lists. Lorelei already sends minutes directly to all the ACG and ULs lists. ACG chairs can send out minutes, even the SOPAG agenda minus dialing instructions.

#### **10. Pilot using Confluence wiki.**

Lorelei will work with Julia to investigate displaying attachments at bottom of page or else develop simple SOPAG-specific instructions for saving documents, uploading, and linking to wiki. Will investigate with Julia use of Adobe Connect. Will double-check SOPAG website to ensure that it is preserving all final documents that we wish to retain.

Lorelei will write out instructions for attaching documents to the SOPAG agenda on the wiki and share those with the SOPAG membership. We need to look into whether it was our intention to archive SOPAG documents, including working documents. Those present believe intention was to post only final documents.

#### **11. Future meetings:**

**March 26, 2009 ULs/SOPAG meeting F2F at UCLA**

**April 17, 2009 Conference Call (Julia Kochi, recorder)**

**Time: 1:00 p.m.-4:00 p.m.**