FINAL

SOPAG/ACG Minutes 10/19/07
October 19, 2007
9:30am-2:30pm

Present: Lorelei Tanji (UCI; chair, SOPAG), Kate McGirr (USSC; SOPAG), Lynne Grigsby-Standfill (UCB; LTAG), Carol Ann Hughes (UCI; HOPS), Gail Yokote (UCD; SOPAG and SCO), Patricia Cruse (CDL; SOPAG), Bernie Hurley (UCB; SOPAG), Luc Declerck (UCSD; SOPAG), Lee Leighton (UCB; HOTS), Patrick Dawson (UCSB; SOPAG), Marlayna Christensen (UCSD; RSC), Terry Ryan (UCLA; SOPAG), Julia Kochi (UCSF; SOPAG and CDC; recorder), Mary Linn Bergstrom (LAUC; SOPAG).

Absent: Diane Bisom (UCR; SOPAG), Bruce Miller (UCM; SOPAG)

1. All Campus Group Reports

CDC

- Met yesterday.

- Discussed title adjustment; trying new way of doing it this year.

- Met with Eileen Fenton, Executive Director of Portico

- Question: are there ways for CDC to divest themselves of some of their agenda items? New areas CDC is dealing with: Mass Digitization, Shared Print, Digital Preservation.

- Question: who is looking at ERMS needs? Or if the need for Tier 1/2/3. Does that model still work?

- **ACTION: Julia will add the issue of CIGs for CDC to a future CDC agenda.**

- **ACTION: Julia check on status of RLF Duplication TF report.**

HOPS

- Also worked on Mass Digitization FAQ. Held up because the FAQ had to be cleared by the partners.

- Looking at expanding Chat (QuestionPoint) to national model that allows 24/7 access. UC exploring IM. Question on how to support a systemwide service without central support.

- Question: looking at other options than IM? Maybe pilot it in a user case scenario (UC/OCLC?).

HOTS

- Participating in UC/OCLC task forces. Reading reports and discussing any potential issues.

- Discussing reclamation projects and other issues about cataloging in OCLC, OCLC records, etc. Davis has done partial project. Berkeley, Riverside, and UCLA have one in progress. Are resources available? Available staff and appropriate expertise?

- **ACTION: Terry and Luc will schedule a working meeting with the UC/OCLC Imp team and HOTS and HOPS (Separately? Together?).**

LTAG

- Conference call 11/9. Looking how to move forward. How to be more proactive.

- ISSUE: need to add tracking the UC/OCLC project. Issues of authentication will arise.

- Question: Perhaps HOPS and LTAG could work together on some of the Big 3 initiatives. Both services and technology issues.

- Question: has technology spread out across organization? Is the composition of the group right? Who is looking at emerging technologies? Need to look at collaborative opportunities. Need to get the collaboration aspect back into LTAG.

- ISSUE: CDL needs help with determining what needs are for digital object content management system. What is low hanging fruit?

- **ACTION: Lynne will add goals about tracking the UC/OCLC project, HOPS initiatives, and advising CDL about digital object content management systems.**

- **ACTION: Lynne to go back to LTAG and have them look at the composition of the group. Consider if Common Interest Groups would help problem of diverse membership.**

RSC

- Met yesterday.

- Added objective: investigate better method of collecting and sharing information, especially around policies.

- Added objective: Monitor and evaluate developments from Rethinking Resource Sharing group

- Added objective: monitor UC/OCLC developments

- Concerned about project management – how things are decided upon, implemented, and communicated. What is the definition of "completion"?

- **ACTION: Marlayna work with Gail Y. to write up ISO peer-to-peer policy issues for SOPAG discussion.**

SCO

- Conference call next week

- Joint CDC/SCO TF on criteria for investing in scholarly communication models.

- Unknown the role of the Office of Scholarly Communication.

- **ACTION: Gail/Brad and Julia discuss if it makes sense for SCO to become a CDC CIG.**

2. Broad Topics for SOPAG/ACG Discussion
2.1. The "state" of the All Campus Group websites, where the combined group can explore possible other models, or other platforms that might streamline the process, so ACG presence can be current.

Need ways of sharing documents and voice. Need something more centralized so don't have different methods, etc. for every ACG. Would be good to have centralized calendars so it's easy to tell when all the groups are meeting – would help communication.

ACTION: Lorelei add this item to a future SOPAG agenda.

2.2. What are some of the broad issues impacting the UC Libraries that impact multiple ACGs and SOPAG? Are there future ACG goals that cross-over in other ACG areas that would benefit from collaboration and consultation?

ACTION: ACG chairs send broad issues that require ACG collaboration on listserv.

ACTION: Lorelei use ACG listserv to keep chairs updated on ETD project.

2.3. Discuss how to improve collaboration, cross-communication and cross-fertilization between ACGs and SOPAG, and also the CIGs. Examples: ACG listserv, joint ACG meetings, etc.
What is role of the SOPAG rep to the ACG? It is helpful to have SOPAG rep attend meetings but too hard to schedule around their schedules.

ACTION: Lorelei add role of SOPAG liason to future SOPAG agenda.

ACTION: ACG chairs use listserv to share minutes and any projects that have potential implications for other groups.

ACTION: ACG chairs will read each other minutes.

2.4. Review & discuss SOPAG's Collaborative Principles document and RACI chart (Kate & Bernie)

Needed more planning and communication in collaborative projects. 5 areas that needed to be dealt with both systemwide and on the campuses.

- Project management

- Training plans

- Communications plan (all right people at the right levels know what's going on)

- Assessment plan (know if achieving goals set out from the beginning; built in from the start)

- Advocacy (if campus signed on, then need to have appropriate support)

Sugggestions to revise documents:

- develop another chart with RACI as columns heading

- write a narrative preface to the process, emphasize rapid development

- reorder chart in general order of project development

- put RACI responsibilities in different colors

- change numbers to letters in chart and put note that they're not in chronological order

ACTION: Kate and Bernie revise document taking into consideration comments from discussion.

ACTION: Terry will share documents with UC/OCLC Implementation Team and see if there are elements that they can utilize.

ACTION: Kate will send Word documents of original documents to ACG chairs.

ACTION: ACG chairs will share documents to their groups and funnel feedback to SOPAG by Nov. 2nd (use Word documents for extensive changes).

ACTION: Lorelei will add this to the UL/SOPAG joint meeting agenda.

3. Bibliographic Services Task Force (Terry)
3.1 UC/OCLC Update (Ryan)

Project coming to end of the first phase, of analysis and design. Some of the communication and planning processes may change for next phase, when we develop more concrete action plans and timelines. These plans should give people a better mental model of the project.

Biggest development work is getting UC systems to integrate with OCLC. The Executive Team set the target date based on an analysis of how long it will take to do the integration in a sustainable way. As a basic principle, they did not want UC or OCLC to develop jury-rigged solutions just to get the project up in time. Decided to release pilot in April without Request; Request will be added in June. First couple of months will focus on access and discovery methods, so very important to have users available. After Request is released, can test delivery methods.

Next steps:

- convey knowledge with all the information sharing

- in person meetings with OCLC next week to finalize several issues:
  1. OCLC symbols and how they related to campus view. Will allow multiple

symbols appear as part of a local view but can only point to one ILS per campus for the pilot.

2. Request, especially how serials are handled.

3. Z39.50 integration with local systems for local information. Expected won't use Z39.50 for production except for dynamic data such as circ status; for more stable data, would use OCLC Local Holding Records.

4. Berkeley and their unique issues, including Gladis development needed.

New Task Forces:

- Help and end user support (just appointed)

- End user communication/publicity (pending)

- End user assessment (being planned)

4. Digital Library Workshop Update (Luc)

Pull back a bit. Have a one day meeting with 1 designate from campuses and a SOPAG or DLSAG rep from campuses (no more than 2 participants from each campus). Agenda will be approximately the same as previously presented.

ACTION: Workshop committee members (Luc, Trisha, Julia, Bernie) revise workshop proposal to reflect it is being funded by CDL and to reflect any other changes. Share with SOPAG one last time. Lorelei will add to UL/SOPAG joint meeting agenda.

5. SOPAG memo on HOPS/SOPAG Workshop (Patrick)

SOPAG decided that the 3 items they would forward to the ULs are #1, #2 and #4 with #5 included as an overarching initiative.

ACTION: Lorelei will revise draft memo based on discussion.

ACTION: Lorelei will add to UL/SOPAG joint meeting agenda.

6. e-dissertations (Trisha)

CDL working with UCSD on preserving ETDs. Cruse proposed a SOPAG TF to think through policy and workflow issues. Also need to consider cataloging issues.

ACTION: SOPAG send most important issues for our campus that we need to have the task force focus on to the listserv by October 24th.

ACTION: Trisha and Lorelei will draft a charge for the SOPAG TF to discuss on the listserv.

ACTION: Lorelei will add this to UL/SOPAG joint meeting agenda.

ACTION: SOPAG think about potential members.

7. Basecamp (Kate & Lorelei)

Need to commit to using Basecamp or not. Perhaps need to agree on principles for using Basecamp.

January meeting will be in-person and we'll spend time on Basecamp/SharePoint.

ACTION: Lorelei add to January SOPAG agenda.

ACTION: Kate draft some principles for when to use Basecamp. (Note: did I make up this action item?)

8. Future November SOPAG and UL meetings – Agenda topics & documents (Lorelei)

Items for the "SOPAG-only" agenda (Nov 27):

- CDC item: RLF Duplication TF report (status update)

- SOPAG Mass Digitization TF (discuss proposal to create a TF)

- Collaborative communication tools for SOPAG and ACGs (discuss)

- Role of the SOPAG liaison (discuss)

- Everything below on the UL/SOPAG Joint meeting agenda (review & prep)

Items for the UL/SOPAG Joint Meeting (Nov 28):

- HOPS Big 3 ideas discussion (discussion)

- CDC item: Criteria for purchasing shared print (discussion)

- SOPAG Collaborative Principles (informational)

- SOPAG/CDL Digital Library Workshop (informational)

- SOPAG ETD Task Force (informational)

9. Miscellaneous

Future meetings

ACTION: Lorelei will send proposed meeting dates to the listserv.