Systemwide Operations and Planning Group (SOPAG)
Thursday, November 20, 2008
Action Minutes
Location: CDL Offices, Oakland Scientific Facility - Room 411
Present: Mary Linn Bergstrom (LAUC, recorder); Diane Bisom (UCR); Luc Declerck (UCSD); Bernie Hurley (UCB, Recorder); Kate McGirr (UCSC); Susan Parker (UCLA); Felicia Poe (CDL); Lucia Snowhill (UCSB) Lorelei Tanji (UCI, Chair); Gail Yokote (UCD)
Absent: Julia Kochi (UCSF), Bruce Miller (UCM)
Guests: Patti Martin, Terry Ryan, Trisha Cruse

**1.	Agenda Review & Announcements- (Lorelei)**
SOPAG agreed to drop completed items from the agenda - see list at the end of this report.
A discussion of campus budget situations indicated heightened focus on travel restrictions and active planning on all campuses to manage the impact of current and anticipated budget cuts across the UC system.

2. Systemwide Library Planning
Discussion of the Statistics Report, in preparation for the Nov. 21 SOPAG UL meeting and subsequent presentation at March 2009 ULs mtg. Survey has been conducted - few identified anything to drop. Often data is required by other entities. Questions remain about how to capture and articulate interesting statistical information - to 'tell our story'.
 Action: After discussion with ULs on Friday, recommendations will be fleshed out.

3. Next Gen Technical Services
-Draft Charge   -Appendix: Discussion Paper
Discussion of Draft Charge in preparation for 11/21 SOPAG ULs meeting - Agreed that this is timely in order to position UC to support technical services going forward; to leverage scarce staffing expertise in UCs (languages, metadata); to provide flexibility and nimbleness in responding to projects; and to develop a cadre of differently trained technical services staff.
Discussed requirements for groups and concerns about equitable work load across campuses, funding, and impact on users and services.

4. Revision Charge Ad Hoc TF Digital Library Collaboration
  Revised charge sent to ULs - Ad Hoc Digital Library Services TF
Discussion of charge in preparation for Nov. 21 ULs meeting - reviewed timeframe in light of Next Gen Melvyl commitments. Reviewed options for staging activities to build groundwork for next phase. Relates to focus on NGM - NGM is delivery tool, digital collections are the content. Confirmed value of improving access to rich collections that are now siloed / hidden.

5. All Campus Group Reports ACGs will send reports on email

5.1 CDC Report (Julia)
5.1.1 Proposal for cross-functional task force on digital repository audit methods (Julia, Trisha)
No report

5.2 SCO Report (Gail)

5.3 HOPS Report (Bernie)

5.4 HOTS Report (Luc) No report

5.5 LTAG Report (Diane) No report

5.6 RSC (Susan)
Action: Lorelei will determine the origin of the current Tricor contract.

5.6.2 RSC Emergency Planning workshop proposal
Proposed workshop for restarting services after a disaster developed by RSC and reviewed by HOPS.
 Action: SOPAG will respond to RSC through Susan Parker that RSC should address how RSC services
should be backed up in the case of a disaster, and raise other questions to SOPAG. RSC should freely
consult with HOPS, set up communication links, and table this workshop proposal.

6. Project Management Training for Consortial Collaborations (Kate)
a. Guide document for Developing Project Management Training and Efforts for Consortial
Collaborations, 11/17/08
Kate led discussion of models and training requirements. Intent is two-pronged: 1) to efficiently establish
training program to establish basic project management concepts and build expertise system-wide and 2)
to identify 'pods' of experts for assignment to projects.
Action: Group (Kate, Diane, Joann Starr, Mary Linn) will develop charge review by SOPAG at Dec. 5
conference call

7. ETD No report

8. Task Force Reports
 8.1. Next Gen Melvyl - Patti Martin and Terry Ryan, guests
Update: ULs are supportive of recommendation to move to preproduction phase.
Dec. 8 set for final go ahead decision -
Action: post report on NGM website

9. Digital Library Collaboration (Luc, Julia, and Bernie) - See agenda item #5

10. Report on CDL Related Items (Felicia)
10.0 Redesign of CDL website -- general info
10.1. MELVYL
10.2 Shared Services Projects
10.2.1 ERMS
 10.2.2 Digital Preservation Pilot Project
Trisha C. updated SOPAG on discussion of a cost recovery model for CDL digital preservation program
with the ULs. Proposal addresses a means by which this mature program can be sustained and moved
forward. Proposed cost model includes technology and people: curation, analysis and consultation,

preservation/storage.

11. Future meetings:
Nov 21 - UL/SOPAG; notetaker Bernie Hurley
 December 5 - conference call; notetaker Bruce Miller