

2011-03-18 SOPAG Minutes

MINUTES (FINAL)

Systemwide Operations and Planning Group (SOPAG)

Friday, March 18, 2011

Conference Call - 1pm-3pm

Present: Diane Bisom (UCR, chair), Donald Barclay (UCM), Elizabeth Cowell (UCSC), Luc Declerck (UCSD, recorder) Lucia Snowhill (UCSB), Bob Heyer-Gray (LAUC), Susan Parker (UCLA), Gail Persily (UCSF), Felicia Poe (CDL), Vicki Grahame (UCI).

Absent: Bernie Hurley (UCB), Gail Yokote (UCD)

1. Changes in SOPAG Membership

Welcome to Vicki Grahame (UCI)

Donald Barclay appointed Interim University Librarian at UC Merced, effective May 14th

2. Agenda Review

No changes

3. Schedule Change

Friday, April 15th conference call is rescheduled to Wednesday, April 13 from 2pm to 4pm.

5. Approval of 3/4/2011 Notes

Approved

6. Project Management Implementation Task Force (PMITF)

Action: Gail P. and Felicia will revise charge to focus activities on NGTS project management needs and rename it a Working Group.

Action: Gail P. and Felicia will draft a job description for the Project Manager who will Chair the Working Group and serve on the NGTS Management Team.

Action: SOPAG members will compile list of staff with (1) formal PM training and (2) interest and aptitude on their campuses and suggest names of potential candidates for appointment to the WG. Submissions are due Thursday, March 24

Action: Luc will consult with Martha Hruska re possible PM appointments from previous NGTS staff complement. Submission is due Thursday, March 24.

7. NGTS Next Steps and Structure

Action: Diane will draft systemwide announcement re SOPAG's plans for addressing NGTS recommendations.

Action: Luc, Lucia, Susan will continue drafting Communications Manager job description.

Action: Luc will consult with Ellen Meltzer re the expected NGTS CM's level of effort in light of her experience with NGM.

Action: SOPAG members to suggest potential candidates for the position of NGTS Communications Manager.

Action: SOPAG members to send their personal preferences for serving as SOPAG sponsors on the POT groups as well as indicate their willingness to serve on the NGTS Management Team and/or send nominations.

Action: Vicki and Luc will write background document that explains why addressing NGTS recommendation E3 (Database of record) is both urgent and important.

8. Discovery Principles & Goals paper

Action: SOPAG members to send feedback to Felicia no later than Monday, March 28th..

9. CoUL Priorities for Collective Initiatives

Note early April deadlines:

- Draft annual reports of progress to date from the ACGs are due to SOPAG
- SOPAG prepares succinct evaluative report for CoUL
 - summarize action on current collective priorities
 - propose existing priorities that should be continued
 - propose new priorities based on current work
- CDL prepares CDL priorities report for CoUL

Action: Diane will send annual report requests to ACGs

10. Items from 2/16-17 CoUL/SOPAG Meeting

Feedback re CoUL Advisory Structure – Charge to SOPAG is due May 1

Draft Government Documents Charge was sent to CDC/GILS

11. ACG Updates (SOPAG Liaisons)

RSC – RFP for Courier service sent to UCLA purchasing office

CDC – held in person meeting last week

HOTS - UCB representative Armanda Barone replaced by Lisa Rowlinson.

12. Next Conference Call: April 1, 2011, 1pm-3pm, Note Taker: Felicia Poe (CDL)