

SAG2 Meeting (public copy) 07/26/13

Note taker: Lynne

Attended: Robin Chandler, Catherine Friedman, Todd Grappone, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Robin Milford, Sue Chesley Perry, Adrian Petrisor

Absent: Eric, Kristine, Michele

Agenda:

1. Introductions (for members that missed first call) (All, 10 min)
2. Review of [items from previous meeting](#) (Adrian, 5 min)
3. Meeting notes template (Adrian, 5 min)
 - a. the [File List feature](#) may also be helpful to set up, if the group will have several external documents.
4. Discuss and prioritize [UCL Advisory Structure Services and Projects - Master List](#) (Adrian, 40 min)
5. Coordination with the other SAGs when same areas are assigned to multiple SAGs (Patti, 10 min)
6. Parking lot (10 min)
7. Review today's action items (Lynne, 2 min)
8. Future agenda items (Adrian, 5 min)

Notes:

1. Introductions
2. Review of [items from previous meeting](#)
3. Meeting notes template
 - The date on the spreadsheet of meetings, will be changed to a link to the agenda by the meeting facilitator
 - In the left hand nav, under Meeting Agendas & Notes, click "Create child page".
 - Make new child page the agenda for the meeting
 - On the Meetings Agendas & Notes page click Edit on the upper right
 - Highlight the date and click the Insert Link button
 - Type in the location of the page you just created
 - Agenda and Notes will be kept separately in meeting notes
 - Original agenda will be kept at the top, if agenda changed during meeting that will be reflected in the notes
 - Action items will be assigned to group members by starting name with an "@". When you type that without quotes possible names will pop up.
 - Insert checkbox by clicking the checkbox list button at the top of the edit screen
 - Internal minutes will be edited to create public minutes
4. Discuss and prioritize [UCL Advisory Structure Services and Projects - Master List](#)
 - Portfolio manager keeps in touch with Project teams
 - Adrian Petrisor will send out link to UC Libraries Digital Collection wiki page
 - Line 26 is changing from Blue to Grey. Line 28 is going to be completed in August. Need to wait for report. Need to hear from ULs on 33 before proceeding. Liaison to coordinating committee will be responsible to follow up on these open items.
 - Adrian Petrisor will create a table of the blue activities that are ready to be researched (23, 25, 32, 43)
 - Subgroups will make assessment of what needs to be done by our group, e.g., make a project team, make points for future conversations. The subgroup will be our "knowledge bank" -- they then suggest action items to whole group. Each subgroup will create short document giving high lights with links to the other documents. Outcomes of subgroups will be:
 1. Major take aways
 2. Recommendation on what Sag2 should do
 3. Links to relevant documents -- what is most important for Sag2 to access/read
 - Group members will sign up for one of the activity/service
5. Coordination with the other SAGs when same areas are assigned to multiple SAGs
 - Is there a primary and secondary group? Relationships need to be flexible and have the ability to change. If we want to do it one way we want to be sure we have talked to the other group and they agree. Is this something that should be handled/discussed by the coordinating committee? Org char shows communication between sags. When multiple sags asking questions. Can't separate access issues from other issues and the impact of those things and there needs to be a lot of coordination and information sharing. West is an example -- sag3 feels attachment to it but it also appears on the list for sag2
 - Adrian Petrisor will put this on the agenda for next meeting to continue discussion
6. Parking Lot
7. Review of today's action items
8. Future agenda items
 - Continue convesation on #5
 - Progress report on #4

- Face to face meeting agenda

9. Face to Face Meeting

- The group expressed an interest in having a face-to-face meeting. Other SAGs are already planning their meetings. Sag1 at CDL; Sag3 at a campus. Will let us have in depth discussion on agenda items.
- Adrian Petrisor will investigate what needs to be done to have a f2f meeting
- Group will think about topics to cover at a f2f meeting

10. How to handle meeting when Chair is unavailable for scheduled call

- Discussion was tabled for another time
- Adrian Petrisor will facilitate next meeting