

SAG2 Meeting (public copy) 10/25/13

Attendance

Date: 10/25/2013

Note taker: Eric Milenkiewicz

Attended: Robin Chandler, Lynne Grigsby, Gary Johnson, Xiaoli Li, Eric Milenkiewicz, Robin Milford, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: *Catherine Friedman, Kristine Ferry, Patti Martin, Todd Grappone*

Meeting Guest(s): *Ken Furuta, Melissa Browne*

Agenda

1. Digital Reference - review draft Operations Team charge with invited guests (All, 20 min) * Background documents: [Charge](#), [Questions](#), [Quote](#)
2. Attendance call (Adrian, 2 min)
3. Review of items from previous meeting (Adrian, 5 min)
4. Coordinating Committee Update (Robin C, 10 min)
5. Review two items on our priority list and decide next steps (All, 30 min)
6. Review [Operations Teams](#), identify each member's knowledge, discuss common ideas of what we want to know more about (All, 30 min)
7. Project updates (Adrian, 10 min)
8. Parking lot (10 min)
9. Review today's action items (Eric, 2 min)
10. Future agenda items (Adrian, 5 min) Include invitation to UCLDC (they would like longer than 15 minutes for the first meeting between us).

Notes

Item	Notes	Decision/Action
1. Digital Reference	<ul style="list-style-type: none">• This group used to report to HOPS• A selection committee has been formed to hire the .25FTE coordinator; this position might be hired and on-board by the end of November• HOPS would receive/review price quote for this service and the contract would be negotiated/signed during the Spring• Proposed new approach for price quote is to have .25FTE coordinator receive/review price quote, distribute to OT/SAG2 for further review before sending onto appropriate AUL• SAG2 relationship to OTs needs to be further fleshed out before any decisions are made here	DECIDED : <ol style="list-style-type: none">1. Summary of discussion today can be forwarded onto other UC campus representatives by Ken/Melissa (contract details shouldn't be shared)

<p>2. Coordinating Committee Update</p>	<ul style="list-style-type: none"> • SAG2 is concerned with the discovery/display layer of the ILS, so we need to assign a SAG2 representative to consult here. • CKG guidelines have been published and the CC has received proposals from HOSC, Project Managers, Acquisitions, and Born Digital Planning • CC is finalizing the monthly report template • CoUL has requested CC to explore the use of Shibboleth for UC online courses and assign to the appropriate SAG • SAG2 needs to come up with a more descriptive name for the group 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. SAG2 will assign a representative to consult on the ILS by 11/1/13.
<p>3. Priority List</p>	<ul style="list-style-type: none"> • Discussed SAG2s top 3 priorities • Priority 1, work is currently underway • Priority 2, is on-hold • Priority 3, RFP is the only deliverable by this sub-group • SAG2 should review the revised CoUL priorities to see if there is a need to adjust our priority list 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Priority 1 subgroup will report an update on next SAG2 call 2. Priority 3 subgroup will report an update on next SAG2 call and discuss next steps
<p>4. Review Operations Teams</p>	<ul style="list-style-type: none"> • There are 13 OTs assigned to SAG2 • 1 liaison for each is needed • Liaison role is not clearly defined • Discussion of whether Patti, Robin C., and Adrian should be exempt from being liaisons because of their other responsibilities on SAG2. Robin C. said that she would like the option to serve as a liaison. 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. A SAG2 member cannot be a liaison for an OT that already reports to them.
<p>5. Project Updates</p>	<ul style="list-style-type: none"> • UCLDC released Aggie 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. The UCLDC team will have 20 minutes on the next SAG2 call to discuss the project; the focus should be on new material/updates
<p>6. Parking Lot</p>	<ul style="list-style-type: none"> • Discussion of public copy notes of SAG2 meetings ensued and the need to keep these on the Wiki 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. A standard agenda item to approve the public minutes should be added to the beginning of each SAG2 meeting 2. Only the most recent public copy notes will be maintained on Wiki for team member review