

Public Copy of 11/22/13

Attendance

Date: 11/22/13

Note taker: Robin Chandler

Attended: Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Robin Milford (I), Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: *List any members absent from this meeting (first and last name)*

Meeting Guest(s): *None*

Agenda

1. Attendance call (Patti, 1 min)
2. Approve public minutes (Michele, 1 min)
3. Review of items from previous meeting (Patti, 5 min)
4. Coordinating Committee Update (Robin C. 10 minutes)
5. Discuss UC Article Delivery Service Exploration Task Force Charge (Robin C., 10 min)
6. Report/Discussion from Courier Task Group (Kristine, 15 min)
7. Deep dive into CoUL priorities (Patti, 36 min)
8. Other Discussion (10 min)
 New name for our SAG2 - do we need to decide what we want to call ourselves?
9. Review today's action items (Robin C., 2 min)

Notes

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	
1. Approve public minutes		DECIDED : 1. Public minutes were accepted.
2. Review of Items from Previous Meetings	<p>1. Question raised. Are we capturing the correct action items? Some tasks are only partially completed.</p> <p>Example (1): 10/25/13 meeting action checked completed for creating a web page to capture new SAG names.</p> <p>However, no action item created to propose, discuss and select new SAG names</p> <p>Example (2): 11/8/3 meeting UC Shared Images discussion and actions were not completed.</p>	DECIDED : 1. Minute takers will describe both interim and final actions. 2. SAG 2 will maintain a page keeping a running list of open action items.

<p>3. Coordinating Committee (CC) updates</p>	<ol style="list-style-type: none"> 1. CC was informed that Todd Grappone is the SAG2 representative to the SAG 3 ILS Consultant Team. 2. CC approved defining the role for Operations Team Liaisons with the caveat that it must be generic and applicable to all SAGs for inclusion in all charges. 3. CC discussed the operationalizing a service procedure and the need to operationalize the Digital Reference Team (a former CIG reporting to HOPS). 4. CC discussed the need to clarify SAG 2's decision making authority in regards to the UCLDC project. 5. CC will discuss at the next meeting on 12/6/13 the need to define and include the role of the Coordinating Committee member in all SAG charges. 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. CC advised that SAG2 should work with Catherine Mitchell and as concrete UCLDC project issues surface that cannot be resolved forward them to the CC for direction.
<p>4. UC Article Delivery Service Charge</p>	<ol style="list-style-type: none"> 1. CDL Discovery and Delivery program expertise should also be part of team from the beginning, ensuring the identified solution can be implemented and supported and the infrastructure seamlessly integrates. In specific the <ul style="list-style-type: none"> • User interface integrates with current delivery structures • Authentican occurs and • protocols are operational to supply the request from supplier to user 2. SAG 2 members believe the above points are applicable to a majority of UCLAS SAG-wide projects and groups 3. Specific questions and comments about the charge for SAG 3: <ul style="list-style-type: none"> • Who is the chair? • Can the communication channel be simplified ? • Can SAG 2 comment on report? • Who approves the report? • February 2014 is a very short turn-around time; SAG 2 suggests pushing the due date out later • Service contract negotiation team should include members with expertise in discover, access and delivery, in addition to collection expertise. 4. SAG 2 selects Lynne Grigsby Standfill as the SAG 2 member of the team 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. SAG 2 selects Lynne Grigsby Standfill as the SAG 2 member of the team
<p>5. Courier Task Group</p>	<ol style="list-style-type: none"> 1. 12/3/13 is the deadline for SAG2 members to review and give comments to Kristine 	

6. Dive Deep into CoUL Priorities

1. Initial discussions about the CoUL Priorities for SAG 2:
 - a. Implement a systemwide technical and organizational infrastructure for digital collections via the UC Libraries Digital Collection project.
 - i. Develop a policy regarding Shared Metadata
 1. SAG 2 concerns: very broad scope; can the focus be tightened or broken into specific chunks to address?
 2. Patti shared that Laine Farley has indicated that the initial focus is to develop a policy for sharing book bibliographic metadata with DPLA, Hathi, etc.
 - ii. Advance single sign-on for members of the UC community (e.g. for improved access to e-resources)
 1. Robin C. informed SAG 2 that the CC in response to direction from CoUL is reviewing and editing a documenting charging SAG 2 to form (2) project teams to address the following:
 - a. licensing issues associated with collections for online courses
 - b. using Shibboleth for user authentication to access licensed resources