Public Copy of 12/13/13

Attendance

Date: *12/13/13*

Note taker: *Sue Perry*

Attended: Robin Chandler, Catherine Friedman, Todd Grappone, Lynne Grigsby, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Robin Milford (l) , Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Gary Johnson, Kristine Ferry

Agenda

1. Attendance call (Patti, 1 min)
2. Approve public minutes (Michele, 1 min)
3. Review of items from previous meeting (Patti, 10 min)
    a. Review Operations Team Liaisons doc (Eric and XiaoLi)
4. Coordinating Committee Update (Robin C. 10 minutes)
5. Discuss CoUL priority - Crafting a MD policy (Eric, Sue, Patti, 30 min)
    a. Eric will provide TG charge for our review
6. Discuss CoUL priority - Shibboleth (Patti and Robin, 30 min)
    a. Focus on the communication from the Coordinating Committee (see email sent 12/6/2013)
    b. Do we have comments on the charge?
    c. Discuss the two groups that CoCo asked us to oversee - how do we populate?
7. Other Discussion (5 min)
   New name for our SAG2 - do we need to decide what we want to call ourselves?
8. Review today's action items (Sue Perry, 2 min)

Notes

Item	Notes	Decision/Action
1. Attendance call		
2. Approve public minutes		**DECIDED** : 1. Public minutes for 11/22/13 were accepted.
3. Review of items from previous meeting	1. Operations Team Liaisons doc (Eric and XiaoLi) Discussion: How does communication happen? The purpose of this document is to help liaison decide how much work it will be. It may vary depending on the team. Membership requirements should be lightweight to allow SAG members to be liaisons with multiple teams. 2. Followup on charges to teams discussed at previous meetings: Patti has informed the CLS that Lynne Grigsby will be our representative on the article delivery service task force. We are waiting to hear back from them on our suggested changes to the charge. 3. SAG2 approves the UC-eLinks operations team charge and welcome letter for new members. 4. Catherine Friedman will pick up on the Digital Reference operations team.	**DECIDED :** We will assign liaisons to the operations team at the next meeting

4. Coordinating Committee Update	CC received some clarification from CoUL on the Shibboleth priority, see agenda item 6. The selection committee passed on ranked names for the Digital Reference Coordinator. The CC is learning a process for working the the ASAG (AULs of adminstrative services) who need to be brought in to the process for shared positions CC Members working on clarifying the role of portfolio manager. CoUL is talking about how RFP approvals move forward in the new UCLAS structure. Funding approval for the proposed services will be part of the discussion. The Courier Service is a test case.	
5. Discuss CoUL priority - Crafting a MD policy	Discussion: Who's sharing metadata and to whom - add in the roles and responsibilities? Add a responsibility: make a recommendation for a how the policy is updated, and issues monitored Take out draft (of final draft) in timeline section. Take out or in "web or wiki". Decision-making: take it out? Task Group Empowered to make recommendations, CoUL will make the final decisions on implementation. Membership: No more than 6 members, SAG1 and SAG3 may appoint members from their groups, or may designate someone to represent their interests.	
6. Discuss CoUL priority - Shibboleth	Discussion: RLC gave overview of charges of two groups. Single sign-on is a fairly complex issue and SAG2 needs clarification on the needs for this initiative. A smaller group of SAG2 members will articulate the issues and lay the groundwork for long-term strategy that includes Shibboleth as one part of the solution.	