Public copy of 02/28/14

Attendance

Date: *02/28/14*

Note taker: Xiaoli

Attended: Robin Chandler, Kristine Ferry, Catherine Friedman, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Robin Milford, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor *Delete members absent from this meeting*

Absent: *Michele, Adrian, Robin M., Todd Grappone*

Meeting Guest(s): *Sherri Berger, Brian Tingle, Catherine Mitchell, Adrian Turner*

Agenda

1. Attendance call (Patti, 1 min)
    a. New note takers updated, please review your assignments
2. Approve public minutes from last meeting. (Michele, 1 min)
3. Discussion with UCLDC project team and Calisphere operations team (guests Sherri Berger, Catherine Mitchell, Brian Tingle - 45 min)
4. Review of items from previous meeting (Patti, 10 min)
5. Coordinating Committee Update (Robin C. 5 min)
6. Metadata Policy Task Group Charge update - sent via email
7. Update on Shibboleth Meetings - sent via email
8. DPLA Update (guest Adrian Turner - 15 min)
9. Review today's action items (note taker, 2 min)

Notes

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	approved

1. Discussion with UCLDC project team and Calisphere operations team	A list of questions and answers were posted prior to the meeting. Seems one of the major issues is who is authorized to make the decision on merging UCLDC and Calisphere. Additional questions were:
	
	• Given Calisphere is used by non-UC institutions, how will they be involved in this decision making process?
	
	  Answer : We need to be sensitive to their needs and actively communicate with them about changes proposed.
	
	• Is there particular a time when the decision must be made in order for UCLDC project team to complete the project on time?
	
	  Answer: The sooner the better; the latest may be by the end of 2014 since UCLDC will need a public interface in summer 2015.
		DECIDED :
		
		1. UCLDC and SAG2 work together to figure out roles and authority for making decisions.

2. Coordinating Committee Update	1) POT 7 LT2 Report on Collection Bibliographers: CC and SAG 3 will be jointly posting the report to UCLAS Key Documents web page 2) CKGs	

a. Revised charges approved for Scholarly Publishing and Reference CKGs
b. Proposed CKGs still under discussion: Statistics and Shared Visual Resources
c. Request by Born Digital for a UCLAS supported listserv under discussion
d. CKG annual reports due in June 2014
e. CC develop and distribute a template for CKG annual reports

3) New Shared Print Member from SAG 2

a. Request to CoUL to add additional member to Shared Print from SAG2
b. CC seeking clarification from CoUL regarding adding members and original vision for project team membership.

4) Operations Team Liaison Roles description

a. CC is reviewing the document, but it has raised some additional questions that CC is now discussing that includes the Master List contains teams that are not truly operations teams, so, an audit is underway and

b. the CC is considering how to assign operation team liaisons when they are shared across SAGs

c. CC is aware that SAG 2 has assigned liaisons to most of our operations teams and that it was of critical concern to the UC eLinks operations team.

5) Shib/Single-Sign on SAG2 Project CoUL Priority

SAG2 CC representative informed CC that SAG 2 will provide a first response   to CoUL at the beginning of April 2014. This will be sent to CC to forward to CoUL.

6) CC met in-person with CoUL on 2/20/14 and the CC is following up on:

a. Begin process of identifying /evaluating a tool for Collaborative Workspace

b. provide CoUL with a proposal regarding the administrative help SAG chairs and CC needs, using examples of specific tasks we need help with; CoUL will consider how to help with these needs

c. Development of plan for Assessment of new UCLAS structure during summer 2014

3. Review of items from previous meeting	Metadata Policy Project Team had their first call last Monday. The team has selected their co-conveners (Louise Ratliff & Claudia Horning, UCLA) and set up wiki page and a listserv.	
	The Shibboleth subgroup has been meeting and have decided upon a new approach to the questions posed to SAG2 by the CoUL - does implementing Shib make accessing electronic resources easier; and does it solve the problem of cross-campus enrollment in online courses. The group will respond to the CoUL in a lightweight, agile way by drafting a short report (1-2 pages), summarizing the group's discussions and essentially saying that implementing Shibboleth will not solve either problem satisfactorily. Reasons/rationale/evidence will be provided to support the group's message. The short report will be available for both SAG2 and SAG3 to review in March and will be presented to CoUL in April.	
	Coordinating Committee discussed about the process of reappointing a campus representative to SAG2.	
4. DPLA Update	Adrian summarized the proposal that outlines the participation options and recommends next step for UC libraries/CDL participation in Digital Public Library of America (DPLA). Adrian reminded people that CoUL has endorsed the proposal.	
	News: DPLA will provide funding for a one-year pilot project which enable CDL to experiment with distributing metadata for the contents in OAC/Calisphere contributed from UC libraries and no-UC institutions. The scope of project will be finalized soon. The pilot project is expected to begin in March, 2014. Metadata is likely to be ready for harvesting around summer 2014.	
	Discussions and comments:	
	- DPLA Data Exchange Agreement and UC metadata share policy which is been worked on by Metadata Policy Project Team should be in sync - communication: need a good communication plan so the UC libraries and non-UC institutions are aware of benefits of the participation in DPLA. Communication can go through the UC advisory groups as well as the existing CDL channels.	