

# Public Copy of 10/10/14

## Attendance

Date: 10/10/14

Note taker: Eric Milenkiewicz

Attended: Robin Chandler (Convenor), Sara Davidson, Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Gary Johnson, Xiaoli Li, Eric Milenkiewicz, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: [Patricia Martin](#)

Meeting Guest(s): [Alison Ray \(CDL\)](#), [Jenny Lee \(UCLA\)](#), [Lena Zentall \(CDL\)](#)

### Agenda

1. Attendance (Robin)
2. Approve [public meeting minutes 9/26/14](#) (Michele)
3. Melvyl Resource Request Heads Up (Lena Zentall, CDL), 5 minutes
4. Discuss [ILL CKG Survey Proposal](#) and other concerns from ILL CKG (guests: Alison Ray (CDL), Jenny Lee (UCLA), **15-20 min**
  - a. See previous notes from 07.25.14 [SAG 2 Meeting Minutes 07/25/14](#)
5. Coordinating Committee Update (Robin)
6. Metadata Policy Project Team Update (Xiaoli)
7. F2F Planning Discussion
  - a. Results of date poll - shall we meet if not all of us can attend?
  - b. Finalize location (CDL offers to host this one)
  - c. [Finalize draft agenda](#), assign owners to each topic session
8. Review [last meeting's Action Items](#) (Robin)
9. Action Item Roundup (Eric)

## Notes

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	Approved
1. Melvyl Resource Request Heads-up	<ul style="list-style-type: none"><li>• Quarterly Report was emailed to T. Grappone to distribute to SAG2</li><li>• Will be asking for campus assistance in the coming months, basically contacts on each campus to manage staff accounts in WorldCat Discovery</li><li>• WorldCat Discovery offers new features for staff accounts and an administrator has to setup/manage these accounts; CDL cannot take on this workload because of the number of staff at each campus</li><li>• CDL is currently testing user account setup with OCLC and will draft proposal for how this will work at the campus level; proposal will then be submitted to SAG2 for approval</li><li>• Melvyl Operation Team liaisons at each campus will identify campus staff and appoint a campus administrator</li><li>• Documentation on this process will be created and circulated sometime in the next few months</li><li>• Encourage people to go in and give feedback on the Beta site.</li></ul>	

<p>2. ILL CKG Survey Proposal/Other concerns from ILL CKG</p>	<ul style="list-style-type: none"> <li>• Project Proposal process: <ul style="list-style-type: none"> <li>• What does the SAG2 want from teams that make proposals (such as a CKG)? A full fledged project plan that is well formed? Or something lightweight to begin with that a separate team will delve into further?</li> <li>• Need guidelines from SAG2 on this.</li> <li>• Option 1: Something lightweight to start and send to SAG for approval. Then get a team to fully flesh this out after approval.</li> <li>• Assumption of the current process: CKG has idea, goes to SAG for approval, and SAG then appoints project team to flesh out further, project team will report to SAG.</li> <li>• Some projects waiting in the pipeline that would benefit from clear guidelines here.</li> <li>• Surfacing ideas vs full project plans; how formal do we want proposals to be?</li> <li>• Have a "champion" of the cause from the CKG present proposal to SAG on call</li> <li>• Look to see what other SAGs have done, to see if we can repurpose</li> <li>• Not all CKGs are aligned with a SAG, though.</li> <li>• Question to answer: How do CKGs bring forward ideas?</li> </ul> </li> <li>• ILL CKG Survey Proposal: <ul style="list-style-type: none"> <li>• UCLA folks felt last survey was very helpful and are looking for an updated scan of the ILL landscape.</li> <li>• ILL landscape and user expectations have changed a lot in the last few years; an updated view here seen as necessary.</li> <li>• SAG2 would like to see clearer goals for the project with more actionable survey questions.</li> <li>• View is that a team would be established to further flesh out the survey/questions; this team would work closely with SAG2 to make sure that the final survey is fully endorsed.</li> <li>• SAG2 would like to see what changes resulted from the last survey.</li> </ul> </li> <li>• Decision needed <ul style="list-style-type: none"> <li>• Is this proposal worthy enough to establish a Project Team at this point? SAG2 consensus is Yes.</li> </ul> </li> <li>• UCLA Project One-Pager with about 9 questions to get a project started; look into having CKGs fill this out and submit to SAG2 for review to get the project started.</li> </ul>	<p><b>DECIDED :</b></p> <ol style="list-style-type: none"> <li>1. Greenlight ILL CKG Survey Proposal to move forward.</li> <li>2. Assign Project Team to delve into this further, but work closely with them to and provide guidance.</li> </ol>
<p>3. Coordinating Committee (CC) Update</p>	<ul style="list-style-type: none"> <li>• CC met this morning 10/10/14 (first meeting since 9/26/14) <ul style="list-style-type: none"> <li>• The last two weeks the CC has been working with the consultant to finalize the UCLAS Assessment Survey Tools. There will be (4) surveys targeted at UCLAS (SAG/CLS) members, CKG members, CoUL and LAUC Executive Board. Release date will be Monday 10/13/14</li> <li>• CC has received and is reviewing (3) CKG proposals: Digital Humanities, Digitization and Library Technology</li> <li>• Email messages will be coming from CC shortly announcing (1) the CoUL Priorities have been finalized and are available on the UC Libraries website and (2) SAGs will be asked to develop and submit a 1 - 2 page work plan (describing our plan to move forward on the priorities)</li> </ul> </li> </ul>	
<p>4. Metadata Policy Project Team (MPPT) Update</p>	<ul style="list-style-type: none"> <li>• MPPT had two conference calls this week and went over all the comments received.</li> <li>• The team is working on revising the policy and writing responses.</li> <li>• MPPT does not have full membership; a staff member from CDL left, but the team feels they can continue on as-is</li> </ul>	
<p>5. F2F Planning Discussion</p>	<ul style="list-style-type: none"> <li>• To be held in Northern California on Monday 11/3/14.</li> <li>• 10a-4p, some people may need to leave earlier.</li> <li>• Meeting Location: CDL.</li> <li>• Different SAG members would facilitate different parts of the meeting.</li> <li>• Agenda additions: <ul style="list-style-type: none"> <li>• Explicitly state that we can look at the answers from the upcoming survey for this (Item 3).</li> <li>• Add sub-point for CC work plan (Item 6).</li> <li>• If time, discussion of the Operations Teams; SAG2 liaisons can find out what they are doing informally and report back to SAG2 (Item 5).</li> </ul> </li> </ul>	<p><b>DECIDED :</b></p> <ol style="list-style-type: none"> <li>1. F2F Meeting at CDL on 11/3/14, 10a-4p</li> </ol>
<p>6. Other</p>	<ul style="list-style-type: none"> <li>• Discuss Operation Teams (OT) in more depth on an upcoming call having SAG2 liaisons report out on the work being completed/anticipated . <ul style="list-style-type: none"> <li>• See if the OTs see any large projects coming down the line so that we can add to SAG priorities.</li> <li>• Possibly have OTs look at CoUL priorities to see if these intersect with their work.</li> </ul> </li> </ul>	<p><b>DECIDED :</b></p> <ol style="list-style-type: none"> <li>1. Further discussion of OTs is needed.</li> </ol>

6. Action Items  
from last  
meeting

- One unfinished Action item by P. Martin.