

# Public Copy of 10/24/14

## Attendance

Date: 10/24/14

Note taker: Michele

Attended: Sara Davidson, Todd Grappone, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Lynne, Catherine, Gary, Kristine, Robin

## Agenda

1. Attendance (Michele)
2. Approve public meeting minutes 10/10/14 (Michele)
3. Coordinating Committee Update (Robin)
4. Metadata Policy Project Team Update (Xiaoli)
5. F2F Planning Discussion
  - a. Finalize draft agenda, assign owners to each topic session
6. Review last meeting's Action Items (Patti)
  - a. We have an open item to discuss Operations Teams, preferable before our F2F.
7. Action Item Roundup (Michele)

## Notes

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	Approved
Coordinating Committee Update	No update due to Robin's absence	
Metadata Policy Project Team Update (Xiaoli)	<ul style="list-style-type: none"><li>• discuss as much as possible remotely and save selected things for the F2F meeting</li><li>• revising the policy now</li></ul>	
F2F Planning Discussion	<ul style="list-style-type: none"><li>• let Patti know if anything is needed other than white board and markers for each session</li></ul>	<b>DECIDED:</b> <ul style="list-style-type: none"><li>• owners assigned to all topic sessions</li></ul>
Other	<ul style="list-style-type: none"><li>• Gary will be stepping down and replacement will be attending the F2F meeting</li><li>• campus update from Todd: started disability access to HathiTrust Collection. UCI and UCB have already done some work on this too.</li></ul>	
Review last meeting's Action Items	<ul style="list-style-type: none"><li>• The assumption of the current process is that a CKG has an idea which goes to SAG for approval, and the SAG then appoints project team to flesh this out further (with project team reporting to SAG).</li><li>• However, the guidelines for this process aren't clearly articulated and there are some projects waiting in the pipeline that would benefit from some clarity here.</li><li>• The question that needs to be answered is "how do CKGs bring forward/present project ideas"? A subgroup of SAG2 will look at this.</li></ul>	