

# Public Copy of 11/14/14

## Attendance

Date: 11/14/14

Note taker: Catherine

Attended: Robin Chandler, Sara Davidson, Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Sue Chesley Perry, Adrian Petrisor

Absent: Marti Jean Kallal, No Rep from UCSF

Meeting Guest(s): Louise Ratliff (Co-convener, Metadata Policy Project Team), Sherri Berger (UCLDC)

## Agenda

1. Attendance (Catherine)
2. UCLDC Project update (Sherri Berger)
3. Coordinating Committee Update (Robin)
4. Metadata Policy Project Team Update (Louise Ratliff & Xiaoli)
5. Create and approve public meeting minutes 10/24/14 - we need a volunteer to take over this function. Do we have one?
6. Follow-up from our F2F meeting
  - a. Discuss how to shape our upcoming white papers - one for Discovery, one for Digital Assets and one for ADA issue?
7. Work plan - (Lynne and Robin)
8. Review Action Items (Catherine)

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	Not yet completed
1. Attendance (Catherine)	Robin Chandler, Sara Davidson, Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Sue Chesley Perry, Adrian Petrisor. (No rep from UCSF)	
2. UCLDC Project Update	<p>Sherri Burger (Guest) gave an update on the UCLDC project [<a href="https://wiki.library.ucsf.edu/display/UCLDC/UCLDC+Implementation">https://wiki.library.ucsf.edu/display/UCLDC/UCLDC+Implementation</a>]. New features of the DAMS since July: bulk editing and advanced search. Members of the project team have made campus visits to those using the DAMS. This includes an update and some initial training to use the system. They also received feedback from users of the DAMS. The team is now ready to move from storing objects to using the system to effectively build digital collections. They have an open tracking system which now includes campus feedback <a href="https://www.pivotaltracker.com/n/projects/935010">https://www.pivotaltracker.com/n/projects/935010</a> - this is linked to the homepage of their Wiki.</p> <p>In terms of harvested metadata, they do have this for some collections from UCLA. They also have a prototype interface for pulling data out to make sure it can be discovered/displayed. They next plan to harvest metadata from UCSD and will be talking with UCSB, UCB about harvesting from their systems. For the new Calisphere interface, the wireframes and initial prototype are done. They are working on graphic design. The whole site will be responsive. There has been work on making it evident to users who are viewing a specific digital object – i.e., most users enter the system through a discrete digital object – that there is a larger corpus of content available to them. Going forward: creating the site right now. Will be doing user testing for terminology. And a beta API for pulling content out is coming soon – target date is mid-Dec 2014.</p> <p>Questions: 1) When doing user testing, are you willing to share mock-ups for campus feedback? A: Yes, and perhaps also will ask for hands-on testing when it is at that stage. 2) Could you talk more about the API? A: It is actually more than one API – right now the one sitting on Solr is read-only, i.e., it can only pull content out. For the Nuxeo API, it is not developed yet. 3) The project's roadmap hasn't been updated – what is the thinking going forward? And post-launch, will you be working with stakeholders on development priorities? A: Some of project was scoped to be tackled after next summer – ex. levels of access for users, and the stakeholder group will be involved. During the second quarter, we will need to figure out what comes next in terms of development. We hope that SAG2 can provide help with prioritization, including places where content will be discoverable besides Calisphere and DPLA, the need to build custom interfaces or display specific content.</p>	

<p>3. Coordinating Committee Report</p>	<p>Robin provided a report to SAG2 of Coordinating Committee Meeting on Friday November 14, 2014 (Last meeting was October 10, 2014)</p> <p><b>Administrative Issues we discussed:</b></p> <ol style="list-style-type: none"> <li>1. a. Soliciting candidates to serve as Portfolio Managers for SAGs – no applicants to date; will be discussing with Ginny Steel, UCLA UL</li> <li>b. CKG application reviews</li> </ol> <p><b>CC's role and role of reports:</b></p> <ol style="list-style-type: none"> <li>1. a. As part of the Assessment process, CC seek to clearly articulate and make a statement about CC's and SAG's role and authority</li> </ol> <p><b>SAGs / CLS Chairs + CC Meeting on Monday 11/17/14 and the Agenda will include:</b></p> <ol style="list-style-type: none"> <li>1. a. Webinar topics</li> <li>b. Sharing best practices developed by SAGs/CLS with other SAGs/CLS</li> <li>c. Blog (ready to release but want to review with Chairs before going live)</li> <li>d. SAG/CLS Workplans <ol style="list-style-type: none"> <li>i. Due now (CLS is the only workplan currently submitted)</li> <li>ii. CC will review to serve in mediation role to ensure: <ol style="list-style-type: none"> <li>1. Are groups taking on too much work in one year?</li> <li>2. Are there areas where we need to be working with other SAGs that's not described?</li> </ol> </li> </ol> </li> </ol> <p><b>UCLAS Assessment Timeline:</b></p> <ol style="list-style-type: none"> <li>1. a. Draft Report: CoUL and CC comments due to Consultant on 11/26/14 <ol style="list-style-type: none"> <li>i. Draft Report just received by CC on afternoon 11/13/14</li> <li>ii. CC scheduled to discuss draft on 11/21/14</li> </ol> </li> <li>b. Final report scheduled for delivery to CoUL on 12/19/14</li> </ol>	
<p>4. Metadata Policy Project Team Update</p>	<p>Joined by Louise Ratliff (guest). Xiaoli described the latest version of the policy document. Based on the comments, the Team added an introduction which includes why the policy was drafted and what metadata is covered. There was discussion about various parts of the policy document, including the intent of the last paragraph of the introduction, the value of keeping #6, the decision to recommend the use of CC0 license, but leaving campuses the option of using CC BY, the need for clarification about having a license, in #2 revising to focus on metadata rather than "shared metadata", in #5 does "appropriate attribution" belong in a policy document rather than an implementation document, the importance of the first paragraph, and the need to edit second paragraph and move some information to footnote.</p>	<p>Send document back to Project Team for revision. Team will revise and resubmit for discussion during the next SAG2 conference call. Once policy is approved by SAG2, it will be sent to the CC.</p>
<p>5. Create and approve public meeting minutes 10/24/14 - we need a volunteer to take over from Michelle. Do we have one?</p>	<p>We need a volunteer to take over this function. Do we have one?</p>	<p>Adrian agreed to take over this function.</p>
<p>6. Follow on from our F2F meeting; Discuss how to shape our upcoming white papers - one for Discovery, one for Digital Assets and one for ADA issue?</p>		<p>Discussion postponed to next meeting.</p>

7. Work plan from F2F	The work plan was drafted from notes supplied by Robin and Lynne. It basically covers what we talked about and drew on the board at our recent F2F. Everyone agreed that the F2F meeting enabled us to work productively and accomplish a lot quickly. The work plan is tied to CoUL priorities. An important piece of the document is noting where we need more information before action can be taken. This will be useful to the CC. There was a brief discussion of the document. Some clarification is needed between our goals related to the UCLDC Project and taking a higher-level view of UC digital assets management. There were some adjustments made to the timing of different goals.	Document will be revised and reviewed by SAG members.
8. Review Action Items	Catherine reviewed today's action items.	