Public Copy of 12/12/14

Attendance

Date: 12/12/14

Note taker: Xiaoli

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

Absent: Susan Boone

Agenda

1. Attendance (Xiaoli)
2. Introduction of new member, Susan Boone (Susan)
3. Approve public meeting minutes (Eric)
4. Review of newly designed SAG 2 page (https://wiki.library.ucsf.edu/pages/viewpage.action?pageId=350519798) (Adrian, Robin, Patti - 20 minutes)
5. SAG 2 Calendar Changes (Robin, 5 minutes)
6. Metadata Policy Project Final Draft - MPPT (Xiaoli, 10 mins)
7. Coordinating Committee Update (Robin, 10 mins)
8. Coordinating Committee Lead Group Review (Robin or Patti, 10 minutes)

Notes

Item	Notes	Decision/Action
1. Approve notes from last meeting		**DECIDED** : Approved
2. Review of newly designed SAG2 page	The new page was modeled on the one used by SAG3. It functions like the table of contents and makes it easier to navigation the page and to find information. It may be useful especially to new members (1/3 of the current members will rotate out this year). Based on SAG3 experience, it requires a good amount of effort to maintain and update the page. One question: who is responsible for populating various tables?	**DECIDED** : 1. We will simplify the page structure by reducing the number of tables.
3. SAG2 Calendar Changes	SAG2 members responded to a Doodle poll for possible changes of some meeting dates and times in January, February, March and April.	**DECIDED** : 1. Two date changes for future conference calls: • Feb. 27 changed to Feb. 20 • March 13 changed to March 20

4. Metadata Sharing Policy Project Final Draft	Draft policy dated Nov. 25, 2014 was approved.	
5. Coordinating Committee Update	- Last meeting of CC was on 12/5/14; major work during this time has included the following: - Initial review of the SAGs/CLS workplans; will complete review at 12/19/14 meeting<ol type="a"> - CC thought the SAG 2 workplan was a great model<ol type="i"> - CC is asking other SAGs /CLS to supply due dates - CC has made a first pass assigning lead SAGs/ CLS when priority responsibility shared. Questions? - At our meeting next week, CC will be looking at workload balance / timeline and preparing questions to send to CoUL such as those SAG 2 raised. - Discussed the Assessment Consultant's Draft report about the UCLAS surveys and will complete this discussion at our 12/19/14 meeting<ol type="a"> - CC is drafting a memo for CoUL based on issues raised in the survey; Consultant's final report due to CoUL on 12/19/14 - Met with the LAUC Board and LAUC UCLAS representatives<ol type="a"> - outcome: to enhance communication and understanding, LAUC representatives will begin creating UCLAS blog posts to help contextualize UCLAS work for individuals in Libraries systemwide.	
6. Coordinating Committee Lead Group Review	The "University of California Libraries Systemwide Plan and Priorities, 20142018" drafted by Coordinating Committee was reviewed. Two types of changes were suggested: 1. annotating whether or not a priority is a FY 2014/15 priority for SAG2 based on SAG2 work plan; 2. editorial changes.	
7. Discuss/approve WorldCat Discovery Liaison Charge	The group reviewed the draft charge for a new WorldCat Discovery Liaison who was proposed to manage individual staff accounts and decided there is no need for such a group. Campuses can have their Melvyl Operations Liaison or one or two others to perform this task. The campus Melvyl Operations Liaison would be the conduit to notify CDL of who will do this work on each campus.	
8. UCLDC Project Update	It was mentioned that there was an issue associated with loading contents into UCLDC. The problem is that batch loading functionality is not currently available, campuses have to load one object at a time or to ask CDL to load for them.	