University of California Libraries Advisory Structure
Charge to the Strategic Action Group 2 (SAG 2): Access, Discovery, and Infrastructure

Summary and Background

Strategic Action Group 2 is charged by the Council of University Librarians to make decisions for the University of California Libraries' shared services and collaborative activities in the functional areas defined below. SAG 2 is a component of the advisory structure of the University of California Libraries put in place by the Council of University Librarians in 2013.

Key Responsibilities

SAG 2 proposes projects and services in support of the UC Libraries' systemwide priorities and strategic plan as articulated by the Council of University Librarians. See:
http://libraries.universityofcalifornia.edu/about/vision-and-priorities

The SAG 2 functional portfolio includes strategies, services, and tools in the following areas:
- Discovery
- Access
- Digital assets management
- User experience research and analysis

In addition, SAG 2:
- Develops, and/or advises on policy, procedure, and service development within the SAG 2 functional portfolio.
- Charges ad hoc project teams to research, design, develop, and/or implement new shared services or major improvements to existing shared services.
- Recommends strategies, procedures, and resources for meeting the identified service needs of faculty students and researchers for the functional areas defined above.
- Determines the optimal allocation and utilization of project resources, and ensures that cost is consistent with the value delivered.
- Collaborates and/or consults with other SAGs on policy, projects, and services crossing SAG functional areas.

Membership and Terms of Appointment

SAG 2 consists of 13 members of staff with appropriate expertise including members from each of the 10 campuses, one member from the California Digital Library (CDL), one member from the Librarians Association of the UC (LAUC), and one portfolio manager. Each member is expected to have an understanding of systemwide services and serve as an active contributor to the SAG.

The SAG membership composition will reflect expertise in the following areas:
- Research practices
- Metadata models and applications
- Technology and technical requirements for creating and maintaining tools and services
- User experience and service assessment

- Collection development and management
- Resource sharing
- Copyright and related issues

Full participation in the SAG is estimated to require approximately .2 FTE of each member's time. Members' terms are three years, renewable once.   Membership should be staggered to ensure continuing expertise on the group. The chair is selected by the group membership for a two year term. Membership is approved by CoUL.

The group is empowered to invite individuals from outside the membership to attend, present to, and participate in group meetings when the topic warrants unique input or expertise. In select instances, the group membership may decide that adding an ex officio member will substantially support the group in meeting its charge. Ex officio members serve by reason of their office, rather than by the established appointment process. If the group membership agrees an ex officio position is necessary, it should send a request to the Coordinating Committee stating the justification for the addition and indicating that approval has been obtained by the University Librarian or Executive Director who oversees the ex officio position. The Coordinating Committee will consider and respond to the request in a timely manner.

Each member's responsibilities include:
- Full participation in group activities
- Contributions to SAG agendas
- Active listening and respect for other members and differing views
- Communication of SAG activity to campus library leadership
- Communicate campus input, interests, and perspectives to the SAG

The **SAG chair's** responsibilities include:
- Ensure all members voice their views and that all the voices are heard
- Serve as a conduit for information between the SAG and the Coordinating Committee

The **Portfolio Manager** within the Strategic Action Group (SAG) serves to monitor and support the portfolio of projects within each SAG in close collaboration with the Chair of the SAG.

The Portfolio Manager's responsibilities include:

- High-level monitoring and portfolio management for the SAG
- Serve as a consultant and resource for project methodologies and expertise, as needed
- Maintain and provide access to relevant project management tools and resources
- Track and analyze progress across the portfolio of SAG project teams
- Serve as a conduit for project information between the SAG and its project teams
- Provide support, as deemed necessary by the SAG chair, for managing and organizing SAG priorities
- Provide on-going communication to the SAG and its Chair regarding the portfolio and project status updates

Role of the Portfolio Manager & Project Teams:

- Working in close collaboration with the SAG chair, the Portfolio Manager monitors the progress of all SAG Project Teams

- Maintain open communications between the SAG and the Project Teams and report any concerns or problems to the SAG that might threaten completion of the project
  - o Each Project Team is responsible for assigning a project manager and/or a chair to monitor operations and outcomes, including defining the project management methods that will best support their goals
  - o Portfolio Managers will be available to support and consult with project teams about methodologies and expertise as needed

The **LAUC member's** responsibilities include:
- Communicate LAUC's interests to the SAG
- Communicate to LAUC any matters which require LAUC attention or response
- Provide reports to the LAUC Executive Committee and the LAUC membership

Reporting Responsibilities

- One SAG 2 member serves on and reports to the Coordinating Committee. Through the Coordinating Committee SAG 2 is kept apprised of the activities of the other SAGs and their project teams.
- SAG 2 appoints project teams in its functional areas and has a communicating relationship with designated Common Knowledge Groups (CKG) and Operations Teams.
- SAG 2 communicates major actions, decisions and project updates to the broader UC Libraries community via designated channels.
- Meeting minutes, decisions, and public reports are posted on the UC Libraries website: http://libraries.universityofcalifornia.edu
- SAG 2 shall submit an annual report to the Coordinating Committee. This report will include assessment of work performed by the SAG during the past year, in addition to a strategic plan for the following year.
- SAG 2 will participate in assessment of SAG and cross-SAG activities as well as assessment of the advisory structure overall, when requested by the Council of University Librarians.

Parameters and Boundaries

The focus of SAG 2 discussions should be on investigation and development of new services, improvements to existing services, and the creation of related policies and procedures in the SAG 2 functional areas.

Confidential information may be shared within this group. It is imperative that members are mindful of protecting confidential information.

Meetings

The SAG meets at least monthly, and more often when necessary.