

UCLAS: Coordinating Committee (CC) Meeting

10 January 2014 Minutes

Convener: Rosalie Lack

Recorder: Marlo Young

Attendees: Robin Chandler (SAG2), Ann Frenkel (SAG1), Martha Hruska (SAG3), Ginny Steel (CoUL), Marlo Young (Communications Manager)

Agenda Items

1) Past Meeting Items Continued

- a. Ginny to follow-up with CoUL to identify campus contact for UCLAS communications. Most likely, we'll continue to use the Users Council listserv for systemwide communications.
- b. UC Libraries Administrative Services Advisory Group is a resource for SAGs
 - a. ACTION: Rosalie to email and remind SAGs about ASAG and the advisory role it serves.
- c. Shelf Ready Recommendation Task Group submitted final report.
 - a. ACTION: Rosalie to put this item on CoUL's consent agenda in order to dismiss the task group.
 - b. ACTION: Once CoUL approves, Rosalie to notify the Chair of SAG3.
- d. CC members responsibilities and roles within each SAG. Suggested amendment to all SAG charges and the CC charge.
 - a. DECISION: CC to discuss role of CC members and relationship to SAGs (possibly at the February Oakland meeting).
 - b. ACTION: Ann drafting text for CC to review & discuss.
- e. CKG Clarification re: Project Teams.
 - a. ACTION: Rosalie will add some clarification to the CKG Guidelines (appendix 2) about the fact that project teams will not be CKGs, but may be pulled from some members of the CKG, or, if mutual agreement between the CKG & SAG and it's appropriate, the project team may consist of the CKG.
- f. Next UCLAS bimonthly report: in the works. SAG reports due today.
 - a. ACTION: Marlo will email CC members report due dates for 2014 and link to the shared wiki space.
 - b. ACTION: Marlo will send CC draft of the report for review.

2) Collection Licensing Subgroup Input re: Its Placement with the Advisory Structure

- a. CLS's December 20 memo to the Coordinating Committee and SAG 3 describes inefficiencies they have experienced in the process so far and their concerns about the reporting line to SAG3 .
- b. ACTION: Martha to outline the issues and next steps given the range of issues, the CLS and SAG 3 charges.
- c. ACTION: CC to continue the conversation at next week's conference call and then follow-up with CLS & SAG3 Chairs.

3) CKG Questions & Clarification

- a. Membership Question: Are CKGs open to just “experts/pioneers “ or to anyone interested?
 - i. DECISION: CKG members must have work responsibilities related to the CKG in order to join. Members also need supervisory approval to participate.
 - ii. ACTION: Rosalie to send a memo to SAG Chairs clarify CKG membership and participation.
- b. What is a CKG’s relationship to SAGS?
 - i. DECISION: CKGs do not need to be assigned a "primary SAG", but they continue to note in their charters which SAG(s) they align with.
 - ii. ACTION: Rosalie to send clarifying email to SAGs & CKGs.
 - iii. ACTION: Rosalie to update CKG approval memo and include the Chair of the SAG & introduce via an email message to put it on the SAG’s radar.
- c. CKG asked if private virtual workspaces are provided to CKGs.
 - i. DECISION: Up to the CKG to use Google Docs or whatever mechanism works for them.
 - ii. DECISION The CC will not become wiki admin for private CKG work spaces in the UCSF wiki.
- d. ACTION: In order to help the SAGs and CKGs maintain awareness of each other and their relationships, Rosalie and Marlo to create a visual aid which maps CKGs to the SAGs.

4) Role of the Portfolio Managers within Strategic Action Groups

- a. CC continued discussion to help clarify the role of the PMs and drafted revisions.
 - i. ACTION: Rosalie and Robin to revisit revised documentation.
 - ii. ACTION: CC will continue the conversation at next week’s conference call and follow-up with PMs.

5) Operations Teams: SAG Liaison Roles and Communications

- a. SAG2 drafted & submitted Operations Team liaison roles. Thanks, SAG2.
- b. ACTION: CC to review routine communication distributions from Operations Teams (i.e., Hathi Op Team updates to HOTS) and discuss at next week’s conference call.

6) Communication: Cross-SAG and CC communication within the Advisory Structure

- a. CC recognizes the need to make cross-SAG and CC communications easier to conduct beyond email.
- b. DECISION: CC to continue the discussion at next week’s meeting.