

# UCLAS: Coordinating Committee (CC) Meeting

## 06 December 2013 Minutes

Convener: Rosalie Lack

Recorder: Ann Frenkel

Attendees: Ann Frenkel (SAG1), Robin Chandler (SAG2), Martha Hruska (SAG3), Rosalie Lack (CDL), Marlo Young (Communications Manager)

### Agenda Items

#### 1) Past Meeting Issues

- a. Interviews for the Ask-a-Librarian 25% position were conducted. Ginny shared the selection committee's recommended candidate with CoUL.

DECISION: Approved by CoUL

ACTION: SAG2 to consult with ASAG re: how to hire a systemwide candidate and fund systemwide positions like these, and then follow-up to notify candidate.

- b. Single Sign on. CC was tasked by CoUL to move the Single Sign on/Shibboleth investigation forward. The memo to SAG2 and charge has been finalized.

ACTION: Rosalie to send the memo to SAG2.

#### 2) CKG Charters Review

- a. ACTION: Cataloging and Metadata Common Knowledge Group charter approved.
- b. UC Archival Management Systems User Group (UCAMSUG) charter to be reviewed via email.

#### 3) Portfolio Manager Position Description in Strategic Action Group Charges

- a. Portfolio Managers asked the Coordinating Committee to review and clarify the Portfolio Manager's job description in the SAG charges.

ACTION: Rosalie and Robin will meet, and suggest revisions, for the Coordinating Committee to review.

#### **4) Strategic Action Group Charges and Operation Team Charges**

- a. The issue was raised that there is not a description in the SAG charges with regard to the role of is Coordinating Committee member.

ACTION: Ann will draft text for to help clarify CC member responsibilities and send to the Coordinating Committee for review.

- b. Operations Team Charges.

DECISION: The Coordinating Committee requests that Operations Teams include text in their charges that describes the role of their SAG liaisons.

#### **5) Common Knowledge Group Clarification**

- a. Clarification is needed regarding the process, and potential role of a CKG, after a CKG submits a project and/or idea to a SAG.

ACTION: Rosalie will draft text for the CKG Appendix 2 to clarify that project teams are not automatically launched by a CKG. A Strategic Action Group project team can identify members within a CKG, or, if there is mutual agreement and it's appropriate, the project team may consist entirely of the CKG.

#### **6) UCLAS Bimonthly Report for November & December**

- a. Each Strategic Action Group's bimonthly report is due on January 10, 2014.

ACTION: Marlo will send out reminder. All due dates for 2014 and a template can be found in the shared wiki space. SAG & UCLAS bimonthly reports will also be archived here.

<https://wiki.library.ucsf.edu/pages/viewpage.action?pageId=325681741>