UCLAS: Coordinating Committee (CC) Meeting

11 October 2013 Minutes

Convener: Rosalie Lack

Recorder: Ann Frenkel

Attendees: Ginny Steel (CoUL), Ann Frenkel (SAG1), Martha Hruska (SAG3), Rosalie Lack (CDL), Marlo Young (Communications Manager)

Absent: Robin Chandler

Agenda Items

1) **CKGs: Finalize process and discuss proposals**
   a. CKG guidelines edits discussed and finalized.
   b. Four CKG charter proposals were submitted and discussed:
      - Heads Of Special Collections
      - UC Born Digital Planning Group
      - Project Managers
      - Acquisitions Common Knowledge Group (ACKG)
   c. Given the purpose of CKGs and that these proposals were submitted before the CKG Guidelines were finalized, CC to ask each group if they would consider opening up membership to all interested person; if not, CC requests justification for keeping the membership narrowly scoped.
   d. The All Campus Groups (ACG) mailing lists from the SOPAG structure will continue. Groups that wish to actively engage in the new UC Libraries Advisory Structure should form a CKG using the CKG Guidelines. SOPAG groups that have been sunsetted and do not wish to reform in the new advisory structure can use the ACG listservs to maintain informal communities of practice.
   e. ACTION**:** Rosalie to send revised CKG guidelines to the CC after today's call.
   f. ACTION: Rosalie to ask each group that submitted a CKG proposal, if their draft charter must be the specific members named or if it can be a more broad membership following the CKG guidelines.

2) **Persistence Policy Revision Project Team**
   a. CoUL endorsed the creation of a Persistence Policy Revision Project Team to review shared print policies.
   b. ACTION: Rosalie will notify/appoint members based on CoUL's communication, and copy the liaisons to SAG2 and SAG3.

3) **Shibboleth**
   a. CoUL asked the CC to advance single-sign, which falls into SAG2's portfolio.
   b. ACTION: Ann will draft a document of various, separate issues involved, and which SAGs should be involved.
   c.
4) **Document delivery task force coordination with SAG 2/SAG 3**
   a. No action; Martha (and Robin) are tracking the coordination between SAG2 and SAG3.

5) UCLAS Reporting: Define a template and submission process
   a. CC to keep the SAG reports simple and streamlined. Templates are useful (for uniformity). We will start bi-monthly reporting with November/December.
   b. We will adopt the newest simple version of SAG report template provided by Marlo. Reporters will use red text for confidential information not to be communicated externally (includes across SAGs) should an item contain sensitive information.
   c. The CC will archive the internal reports on its internal wiki, SAG bi-monthly reports in the ALL UCLAS members shared wiki space, and Marlo will aggregate SAG reports and the CC report into one UCLAS report for systemwide distribution, including LAUC.
   d. ACTION: Marlo to email SAGs explaining the process.
   e. DECIDED: CC received a request asking whether the SAG LAUC members could share their notes with the LAUC members before the public minutes/reports were posted. CC prefers that LAUC members on the SAG wait to share the formal SAG minutes once they are publically posted given that these are the official, vetted record of meetings that should be circulated.

6) SAG names
   a. There has been interest in changing the names of the Strategic Action Groups (SAGs) from numbers to more descriptive names.
   b. ACTION**:** SAG CC members will ask each of their groups to come up with shortened names (including) the CLS. We will retain the term SAG.