

UCLAS: Coordinating Committee (CC) Meeting

13 June 2014

Convener: Rosalie Lack, Chair

Recorder: Marlo Young, Communications Manager

Attendees: Ann Frenkel (SAG1), Robin Chandler (SAG2), Martha Hruska (SAG3)

Agenda Items

1) Strategic Action Group 1 (SAG1) Portfolio Manager and LAUC Representative Replacements

- a. SAG1 chair reviewed candidates and identified a new PM replacement, which the CC endorses.
- b. SAG1 LAUC Rep: LAUC submitted two nominees (unranked) and the CC put forth a recommendation to CoUL.
- c. **ACTION:** CC to send to CoUL Chair recommendation via email for approval.
- d. **ACTION:** Ann Frenkel to notify David Minor on both after we hear back from CoUL.
- e. **ACTION:** CC to notify PM CKG & Nick Robinson/LAUC re: new appointments after we hear from CoUL, and ask them to close the loop with the other candidates.

2) Project Management Common Knowledge Group (CKG)

- a. The PM CKG is interested in disbanding, drafting a new charter and making an official call for members now that the role of the SAG Portfolio Managers has been clarified in relation to the PM CKG.
- b. **ACTION:** CC to follow-up with PM CKG requesting it rewrite the charter.

3) Process for Reviewing/Vetting Reports

- a. Guidelines/clarification for how reports are shared and posted is needed. For example, what needs to go to CoUL and when, what needs to get vetted with whom, and what gets posted where. The recent reports from SAG2 (Shibboleth) and CLS (eBooks framework) have pointed out the need for this clarification within UCLAS.
- b. **ACTION:** CC to continue conversation on 6/20 agenda with CoUL perspective from Ginny Steele.
- c.

4) SAG3 Operations Team Strategy

- a. As part of the UCLAS implementation, each Shared Service Operations Team was “affiliated” with one or more SAG and/or CLS.
- b. SAG 3 has determined that the most effective and light-weight way to work with the Shared Service Operations Teams is to create a “many to one” model. Therefore, Leslie Wolf, SAG 3’s Portfolio Manager, will serve as the liaison to all the Shared Service Operations Teams affiliated with SAG 3.
- c. **ACTION:** SAG 1 & SAG 2 CC representatives will share this model with their respective SAGs.

5) UCLAS Year One Assessment

- a. Discussed at CoUL Steering Committee Meeting
- b. CoUL is considering options including hiring an outside consultant to conduct the assessment.
- c. CC is working on template for annual CKG reports.