UCLAS: Coordinating Committee (CC) Meeting

14 March 2014 Minutes

Convener: Rosalie Lack

Recorder: Marlo Young

Attendees: Robin Chandler, Ann Frenkel, Martha Hruska, Rosalie Lack, Ginny Steele (CoUL Representative), Marlo Young

Agenda Items

1) **Strategic Action Group Updates**
    a. SAG1
        a. Finalizing work plan
        b. Identifying with CLS if/how to undertake open access evaluation of various models, best practices, etc.
        c. Identifying Operation Teams liaisons for systemwide services
        d. Horizon: ThatCamp, ORCID pilot project TBD
    b. SAG2
        a. UC Digital Library Collection (UCDLC) Project Team, clarifying SAG 2 role as advisory group (special case because project launched before SAGs established), and discussing communication flows
        b. Metadata Policy Task Group SAG 2 liaison being identified
        c. Finalizing Single-Sign On/Shibboleth communication for CoUL to open dialogue re: charge
        d. Nominating SAG2 Shared Print group member
    c. SAG3
        a. ILS investigation, hiring consultant (Santa Cruz = hosting campus for this)
        b. NGTS Bibliographer Group Report, next steps, challenging discussions...Will lead to a draft charge to be discussed
        c. Audiovisual Preservation, just starting to work on drafting a (CoUL priority) Project Team charge
        d. Dismissing NGTS Pilot 4 (audio, CD cataloging)
    d. CLS
        a. Finalizing T&F lightning team charge
        b. Ebooks framework
        c. Portfolio manager/AA discussion
        d. Exploring OA collaboration w/SAG1

2) **Past Meeting Items**
    a. CC SAG members will inform SAG Chairs of the new CLS communication pilot
        i. SAG Chairs can let group members know about the CLS/SAG email communications decision. No further action needed.
    b. Portfolio Manager responsibilities updated in SAG charges, send to UCLAS

        i.   ACTION: Include in bimonthly report

   c. Contacted Joanne Miller re: Statistics CKG and Chair of Administrative Service Advisory Group to help clarify charter

        i.   ACTION: Review CKG edits

       ii. ACTION: Then send out call for members

3) CKG Listserv Needs

   a. ACTION: Consult w/Laine Farley to submit request re: listserv needs

   b. Future thinking: is there another/better method beyond email to support online work, communications of UCLAS, CKGs?

4) CoUL/CC Meeting Debrief

   a. CoUL had concerns about sustainability and time allocation

        i.   General consensus that 10% (not 20%) is more reasonable and manageable for members (and their local workloads); CoUL will continue to discuss.

   b. CoUL priorities document is a 3 year rolling plan/timeframe

        i.   Would be helpful for CoUL to identify year 1, 2, 3 priorities

       ii. This CoUL discussion won't happen until June 2014 (f2f meeting)

   c. Coordinating Committee's role can help prioritize activity for advisory structure to help manage workloads & expectations of members

5) UCLAS Administrative Assistance Support Request

   a. Next steps: CoUL can discuss at its next meeting

   b. ACTION: Clean up proposal and send to Joanne today

6) DISCUSSION NEEDED

   a. Operation Team Liaisons documentation

        i.   ACTION: CC members review & revise edits & finalize by email next week

   b. Portfolio Manager replacement needed due to upcoming retirement

        i.   ACTION: CC green-light the Project Management CKG to identify portfolio manager replacement (2 people for CoUL to consider); CC will discuss recommendation and send to CoUL