UCLAS: Coordinating Committee (CC) Meeting

16 May 2014 Minutes

Convener: Rosalie Lack

Recorder: Ann Frenkel

Attendees: Robin Chandler (SAG2), Ann Frenkel (SAG1), Martha Hruska (SAG3), Rosalie Lack (Chair), Ginny Steele (CoUL Representative), Marlo Young (Comm Manager)

Agenda Items

1) **CLS eBook Report**
    a. The final report from this CLS lightning teams was sent to the SAGs and CC as a FYI.
    b. CC appreciates the work that went into this and would like to ensure that SAGs and the bibliographer groups vis-à-vis SAG3 have an opportunity to comment on the report before forwarding to CoUL.
    c. ACTION: CC to follow-up with CLS chair. Once comments have been considered and incorporated as needed, CC to send report onto CoUL and systemwide.

2) **SAG1 Portfolio Manager Replacement**
    a. CC reviewed the Project Management CKG's Portfolio Manager replacement recommendations, how best to involve the Chairs ~~of the~~ in PM selection, and the continued need for a PM on the CC and CLS.
    b. ACTION: CC to follow-up with SAG1 chair for input re: the replacement PM candidates and the Project Management CKG's recommendations.

3) **Bibliographer Groups Structure Proposal**
    a. CC reviewed the proposal and discussed input for SAG3.
    b. Action CC to send SAG3 Chair CC comments.

4) **UCLAS Blog Proposal**
    a. The CC is interested in enhancing the timeliness, access, discovery, and organization of UCLAS communications and related activities and discussed a proposal to establish a blog.
    b. ACTION: CC to send the proposal to the SAGs for input by June 4th.

5) **LAUC Process to Identify SAG1 LAUC Representative Replacement**
    a. LAUC President provided CC with process instructions developed by the advisory structure's Implementation Team.
    b. ACTION: CC reviewed and agrees that the same process be applied.
    c. ACTION: LAUC President puts out the call for candidates and LAUC Exec provides CC two recommendations.
    d. ACTION: CC to discuss and submit to CoUL's June 13 agenda.

6) CKG FAQ

    a. CC discussed and finalized CKG FAQ to provide additional information to those interested in CKGs and those chairing CKGs.

    b. ACTION: CC to PDF these two FAQs and post one on the CKG webpage on the UC Libraries website and one in the CKG wiki as a new Administrativa child page.

7) 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

8) Post SAG Bimonthly Reports on the UC Libraries Public Website?

    a. CC discussed this suggestion and will follow-up with the SAG chairs for input since additional workload is involved.