

## **UCLAS: Coordinating Committee (CC) Meeting**

### **17 January 2014 Minutes**

Convener: Rosalie Lack

Recorder: Martha Hruska

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

Absent: Ginny Steel (CoUL)

### **Agenda Items**

#### **1) Past Meeting Items Continued**

- a. Next Generation Technical Services (NGTS) P1 Shelf Ready Recommendation from SAG 3
  - a. ACTION: Rosalie: to put on the CoUL consent agenda as an information item.
  - b. ACTION: Rosalie: to send email to Diane, SAG 3 Chair, dismissing the task group.
- b. CKGs
  - a. ACTION: Rosalie to send draft of a memo to clarify CKG membership and participation.
  - b. ACTION: Rosalie to update CKG approval notification process to include notifying the Chair of the SAG(s) to put the CKG on the SAG's radar and make an introduction between SAG chair & CKG chair.

#### **2) Collection Licensing Subgroup Input re: Its Placement with the Advisory Structure**

- a. CLS's December 20 memo to the Coordinating Committee and SAG 3 described inefficiencies they have experienced in the process so far and their concerns about the reporting line to SAG3. Discussed Response document.
  - i. ACTION: Rosalie will schedule Doodle poll for discussion with CC and Diane (SAG3 chair), Kerry (CLS chair). Also let Diane and Kerry know to share with their groups.

#### **3) CKG Proposals**

- a. UC Archival Management Systems Group
  - a. ACTION: approved with name modification.
- b. Preservation Advisory Group
  - a. ACTION: approved with name modification
- c. Scholarly Publications Group
  - a. A narrowing of scope from the former ACG, Scholarly Communications Officers, since there is now a SAG for Scholarly Communications. SAG 1 supports having such a CKG and sees a role for having these experts in this CKG.
  - b. ACTION: Ann will make edits to the charge.

#### **4) LAUC Executive Committee Discussion**

- a. Agenda to include communications, LAUC member roles on SAGs as task groups are being formed, UCLAS meeting minutes & reporting.
  - a. ACTION: Rosalie will send Doodle poll to schedule call.

#### 5) Clarify Role of Portfolio Managers

- a. Reviewed revised document.
  - a. ACTION: Next steps: Marlo to clean up document, CC approves. Rosalie sends to SAG chairs, and portfolio managers.

#### 6) Operations Teams: Liaison Roles and Communications

- a. CC to suggest that each SAG review associated Operations Teams within its portfolio. Consider the liaison role, how communications are distributed. How to determine which operational 'policies' need to be shared, communicated. Need for some Operations Teams, like the Digital Reference Team to have a liaison to a SAG; others already have a CDL infrastructure.
  - a. ACTION: all review/edit the document on Weekly Tasks.

#### 7) Project Team Charges

- a. Will consider using a RACI model (Responsible, Accountable, Consulted, Informed) for Project Tea, charges.
- b. Agreed to discuss at February in-person meeting.

#### 8) In person meeting agenda. Possible items:

- a. Big picture of CC's role
- b. Define our goals/objectives
- c. Role of CC members and relationship to SAGs
- d. Review master spreadsheet items that map to CC
- e. Communications:
  - i. Cross SAG and CC communication of UCLAS structure
  - ii. Bimonthly reports.
    - 1. ACTION: get November/December out week of Jan. 27.
  - iii. Visual depiction of UCLAS structure including all new CKGs, project and operations teams