

# UCLAS: Coordinating Committee (CC) Meeting

## 18 April, 2014 Minutes

Convener: Rosalie Lack

Recorder: Martha Hruska

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

### Agenda Items

#### 1) Review Single Sign on process

- a. CC reviewed the process and CC role in conveying the SAG 2 recommendation to CoUL and the background on this issue. It had come through CoUL for SAG2 to work on. The issue is now on the CoUL agenda to consider if it should be high priority for next year. McKenzie will informally discuss issue with new UCOP CEI, whether should be discussed at meeting of campus CIOs to determine if there is a systemwide approach, or if it should be handled campus by campus. CoUL agrees it is important to start to move in this direction.
- b. Discussion of CC role. We should ensure that we review documents/reports for soundness and clarity. Conveying reports and recommendations to CoUL with message to the effect that, CC has reviewed and believes item is ready for CoUL consideration.
- c. Meanwhile, SAG 2 is not working on this issue unless instructed otherwise. Todd Grappone is monitoring Orbis Cascade work on Shibboleth. Not an issue that is completely a library issue at this point. To be monitored to determine when vendors/partners are ready to utilize.

#### 2) Review of past meeting minutes to address outstanding action items

- a. **ACTION:** CC will create a CKG FAQ with questions to date
- b. **ACTION:** CC will send each CKG chair an email asking if they have any more questions end of March/early April.

#### 3) Leslie Wolf's demo of SAG3 wiki and PM role

- a. Rosalie reported on Leslie Wolf's (SAG3 Portfolio Manger) work on managing the SAG 3 portfolio on the wiki; her pagesitrack the decisions and what is being monitored, who is on what team, playing what role, etc.. Impressed with her work, thinking it can be a model for PM role. Keeping good records of decisions is important.

- b. The Portfolio Managers are now working on assigning a replacement PM to SAG 1. Recommendation from PM will come thru CC to CoUL.
- c. ACTION: When new PM is approved, have Leslie demo how she is working on SAG 3 and include the SAG chair. The templates she is using could be copied and put in shared wiki space. Principles used to be adopted broadly by each SAG.

#### **4) CoUL questions/issues? (Ginny)**

- a. Proposal for admin support for CC. CoUL wants to support in concept, but needs more info on what is being requested. Better to wait until 1 year assessment this summer to decide how to move forward since all groups are still shaping. Also suggested bringing in a business consultant to advise on how to improve our processes and how to streamline workflows. It could be tied in with the assessment process. Ginny to talk to McKenzie about the process and how to get started. CC to work on defining what we would be looking for.
- b. CoUL discussion on what planning process for next year will look like. They are looking at different ways we could be working together as a system, share what is being worked on locally, and coordinate collaborative opportunities.
- c. ACTION:CC will draft assessment for discussion at next meeting.
- d. ACTION:CC will notify chairs of outcome of CoUL discussion on admin support.

#### **5) Follow up from in person CC meeting**

- a. Reviewed CC workplan and Prioritize what we want to tackle next:
  - i. ACTION: Webinar series to be on agenda with LAUC
  - ii. ACTION: CC to draft next steps to start a blog
  - iii. Project Teams to be represented and listed on SAG pages, and CKGs should be linked as a subsection to the UCLAS SAG website. When SAGs form a project team, they should post on their website.
  - iv. ACTION: CC will discuss with SAG 2 to update to include.
  - v. ACTION: CC to add a column to the CKG page.