

UCLAS: Coordinating Committee (CC) Meeting

22 November 2013 Minutes

Convener: Rosalie Lack

Recorder: Rosalie Lack

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

Absent: Ginny Steel (CoUL)

Agenda Items

1) Past Meeting Items Continued

- a. Shared ILS Project Team SAG2 Rep
 - i. DECISION. Todd Grappone was selected as SAG2 representative.
- b. CKG update
 - i. Ready to send out a call systemwide for Born Digital and Interlibrary Lending Services CKG members.
 - ii. ACTION. Marlo Young will send a call for members for the Born Digital Planning Group.
 - iii. Interlibrary Services CKG. It has been suggested that the name is confusing as “all-encompassing interlibrary services” and should be reconsidered.
 - iv. ACTION. Marlo Young will contact this CKG with request to rename. Once resolved, a call for members will be sent out.
 - v. DISCUSSION. Can CKGs launch projects teams? No; they are idea incubators. Suggestions for developing new ideas, services, or for improving existing operations, services, or practices should be sent to the relevant UCL Advisory Structure Strategic Action Group(s) (SAG) according to the Project Proposal template in Appendix 2 of the CKG Guidelines.

2) Single Sign-on/Shibboleth

Following up on CoUL’s request for Single-Sign On/Shibboleth exploration by the UCL Advisory Structure, a summary of key issues was drafted outlining the need to create two projects teams to review licensing issues and technical implementation issues in order to send this request onto SAG2.

- a. ACTION. Marlo Young and Ann Frenkel will review the draft and make final edits for the CC to review.
- b. ACTION. Rosalie Lack will then send it to SAG2.

3) Operations Teams

In reviewing the Operations Team description, SAG2 noted that it states there should be a liaison for each OT, but it doesn't define their role.

- a. **ACTION:** Robin Chandler reports that SAG2 is willing to draft language for that role for the CC to review. It is assumed that that role is mainly one of communications. Once defined, the language can be added to the SAG charges and the OT documentation.

4) Process for moving from a Project Team to Operations Team

Digital Reference Team contacted SAG2 with regard to formally becoming an Operations Team.

- a. **DISCUSSION.** What is the procedure for moving a project team to operations team? It is important to note there is a big difference between formalizing an Operations Team that has already been in operations mode (e.g., Digital Reference Team.) vs. creating a new one.
- b. **ACTION.** Robin Chandler will work with SAG2 to draft some steps for CC to review. Keeping in mind any budget and/or resource allocations are defined at the campus or CDL level as part of this process.

5) UCL Digital Collections (UCLDC) Project

SAG2 requests that the CC clarify SAG2's decision making authority in regards to the UCLDC project

- a. **DECISION.** The CC decided in the absence of a concrete example requiring SAG2 decision making (that cannot be sorted out through communication with the UCLDC) they will defer discussion on this topic. If a situation arises, SAG2 is encouraged to bring it to the CC for discussion.

6) Strategic Action Group Charges

SAG charges do not include a definition of the Coordinating Committee members role or wording regarding the liaisons role to each applicable Operations Team.

- a. Deferred to a future meeting for CC discussion.

7) ILS Consultant Scope of Work

The scope of the ILS consultant's work will be sent in the very near future to the CC.

- a. **DISCUSSION:** When the CC charges a SAG to create a project team, does the CC need to review the project team charge? No, but CC should be cc'd on communications.