

UCLAS: Coordinating Committee (CC) Meeting

25 October 2013 Minutes

Convener: Rosalie Lack

Recorder: Marlo Young

Attendees: Ginny Steel (CoUL), Ann Frenkel (SAG1), Robin Chandler (SAG2), Martha Hruska (SAG3), Rosalie Lack (CDL), Marlo Young (Communications Manager). Elizabeth Cowell joined for the Portfolio Managers discussion

Agenda Items

1) Role of Portfolio Managers

- a. The CC was asked to clarify the role of the portfolio managers within the SAGs.
- b. ACTION: CC to clarify PM Charge to provide higher level description that captures the intention of the role. Rosalie draft for all to review, then:
- c. ACTION: Rosalie, Marlo, and other CC members who are available, meet with PMs to discuss PM charge & clarify roles and expectations.
- d. ACTION: CC members will talk to their respective SAG Chairs to discuss & clarify PM role.

2) Shibboleth

- a. Due to travel schedule, Ann was not able to gather and report on the issues. To be put on next CC agenda.
- b. ACTION: Rosalie gathering info about LTAG activities in this area.
- c. ACTION: Ann to summarize issues and tease out which SAGs they impact.

3) CKGs: Portfolio Managers and Born Digital Planning Group

- a. Born Digital Planning Group reported that they were interested in opening up the membership to any interested parties.
- b. Project Management CKG presented their opinion to the CC; follow up questions will be sent back for further clarification.
- c. ACTION: CC approved formation of the Born Digital Planning Group.
- d. ACTION: Rosalie to follow-up with Born Digital re: CKG approval and next steps. Then,
- e. ACTION: Marlo to send out a call for Born Digital CKG members systemwide, including LAUC.
- f. ACTION: Rosalie follow-up with PM CKG to clarify issues further.
- g. ACTION: Marlo to establish CKG systemwide call for interest memo template & upload to CC wiki.

4) Systemwide UCLAS Communications

- a. The CC has been 'co-opting' CDL's Users Council listserv, but we are finding there is confusion about our communications being from CDL vs. UCLAS, as well as additional workload issues for the User's Council members.
- b. The CC prefers not to co-opt the CDL listserv in order to eliminate confusion.

- c. The CC to ask ULs to designate a contact that UCLAS communications can be sent to for local campus distribution.
- d. LAUC needs to be folded into UCLAS communications as well.
- e. ACTION: Ginny to follow-up with CoUL to identify campus contact for UCLAS communications.
- f. ACTION: Marlo/Rosalie to create & post CC's public minutes.
- g. ACTION: Marlo to draft public & internal minutes guidance for SAGs, template info, turnaround time expectations, etc. Will also talk w/UCSF wiki editor for any tips maximizing the wiki in this way.

5) Shared ILS Project Team

- a. This Project Team is in SAG3's purview, but is also related to SAG2 work.
- b. ACTION: Robin to ask SAG2 to identify a SAG2 rep for the project team, and clarify SAG2's perspective on shared ILS.

6) Digital Reference position

- a. CC learned that the job posting was not widely circulated once it reached some campuses.
- b. ACTION: CC extended the deadline to Nov. 4