

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

## **26 September 2013 Minutes**

Convener: Rosalie Lack

Recorder: Rosalie Lack

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

### **Agenda Items**

#### **1) Common Knowledge Groups**

- a. Reviewed CKG Guidelines, define submission process and review charter proposals.
- b. Discussion: The spirit of the CKGs are to be open organizations of experts or pioneers that facilitate innovation at the service envisioning stage. The CKG Guidelines need to reflect this and a mechanism needs to be in place to allow for staff who are interested broadly across the system to be able to join.
- c. ACTION: CC to clarify this in the CKG guidelines.

#### **2) UCLAS Monthly Report: Define a template and submission process**

- a. Reviewed the CC charge and discussed how best to prepare UCLAS reports with cross-SAG input in a timely manner.
- b. Decision: Bi-monthly UCLAS reports will be prepared and shared systemwide.
- c. ACTION: CC to create a reporting template for the SAGs to use.
- d. ACTION: Each CC SAG member will share with their SAG that a reporting process is being developed. For the first UCLAS report please submit a summary of your SAG activity in any format to Marlo by mid-October.

#### **3) CoUL Request for Input from the CC and SAG1 Re: Office of Scholarly Communication (OSC) Proposal: Update from Ann Frenkel, SAG1 CC rep, and group discussion:**

- a. Discussion: Ann discussed SAG1's formative perspective on the OSC proposal; they are having an in-person meeting tomorrow to review and discuss it further. The focus of the discussion is on issues such as: where/how OSC sits in the structure; what is its relationship with other SAGs; membership suggestions/issues; communications; and in general identify any areas that need clarifying.
- b. ACTION: Ann will forward SAG1's recommendations/concerns/issues to CC by Monday, 9/30.
- c. ACTION: CC will review (comment, if needed) and forward to CoUL by 10/2.

#### **4) CoUL Request to CC: CC put out a "call" for HOPS Digital Reference Position**

- a. Discussion: SAG2 to create a selection committee (that includes UCLAS and non-UCLAS members), solicit letters of interest from candidates, and send to Marlo by Oct 21. Selection committee prioritizes candidates, and prioritization, then sends to CC for review. CC chair sends recommendation to CoUL.

- b. ACTION: Ann will draft a call for applications for the CC to review week of 9/30.
- c. ACTION: Robin to also review the above process, make corrections as needed, and share with SAG2 for discussion at in-person meeting tomorrow, 9/27.