UCLAS: Coordinating Committee (CC) Meeting

28 February 2014 Minutes

Convener: Rosalie Lack

Recorder: Ann Frenkel

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

Absent: Ginny Steel (CoUL)

Agenda Items

1) **Ginny Steel and CC meetings**
   Propose that Ginny attend one specific meeting per month for a half hour to 45 minutes; add to weekly task list a "Questions for Ginny" section to address in our meetings or via email.

2) **Recap from CoUL and CC meeting**
   Expecting document from CoUL regarding limiting time spent on UCLAS activities.

   ACTION: Rosalie will send each CKG chair an email asking if they have any more questions about the CKGS end of March/early April.
   ACTION: Rosalie/Marlo will create a CKG FAQ with questions to date, and with questions that will come in.
   ACTION- March 13: Rosalie/Marlo create document to send CoUL regarding the administrative help SAG chairs and CC needs, using examples of specific tasks we need help with.
   ACTION: Ask the Project Managers CKG to recommend some appropriate systemwide collaboration software
    ACTION: Confirm the Project Managers CKG charter, and do a call for members.
   ACTION: Marlo will draft a request to CoUL that outlines the needs of the SAGs/CC for administrative support

3) **Past Meeting/Ongoing Items**

   a) **SAG 2 rep for Shared Print Strategy Team**
      ACTION Rosalie is asking Ginny if we can appoint a SAG2 rep to the Shared Print Strategy Team
   b) **POT 7 LT2 final report** ACTION: Marlo: release will report from CC (in coordination with Rosalie / Diane Bisom SAG3
   c) **Visual Resources CKG request.** SAG3 is fine with proceeding with this CKG. ACTION: Rosalie and Marlo move forward with call for members and announcement, etc.
   d) **Mailing lists for CKGs**
      DECISION: CC determined that we do not have the resources to create mailing lists for groups.
   e) **Statistics CKG** Action: Rosalie will contact Tammie Dearie, convener of ASAG to discuss the overlap issues between the potential CKG and ASAG.
   f) **Annual reports** Action Marlo/Rosalie: develop template for Annual Reports

g) **ASAG** ACTION: Rosalie to send SAGs a memo to remind them that ASAG is a resource they can utilize
h) **System Diagram** Action: Rosalie and Marlo to create a visual aid which maps the CKGs to the SAGs.