UCLAS: Coordinating Committee (CC) Meeting

30 August 2013 Minutes

Convener: Rosalie Lack

Recorder: Marlo Young

Attendees: Elizabeth Cowell, Felicia Poe, Ginny Steel (CoUL), Robin Chandler (SAG2), Martha Hruska (SAG3), Rosalie Lack (CDL), Marlo Young (Communications Manager)

Absent: Ann Frenkel (SAG1)

Agenda Items

1) **Coordinating Committee: context/overview/background/launch**
   a. Elizabeth Cowell and Felicia Poe discussed the UC Libraries Advisory Structure (UCLAS) and the role of the Coordinating Committee.
   b. Overview, brief discussion of CC Communications Manager role. See CC Charge.
   c. Marlo discussed the role of the Communications Manager, a 3 year term, and noted that it's been written intentionally general to allow this position to be responsive and flexible as needed in the new structure. It's also an opportunity for the CC to shape this position into something more specific over time.
   d. ACTION: Marlo to conference call with the Portfolio Managers to discuss their communication roles, and begin to identify a process to prepare UCLAS reports for UCLAS members and all campus distribution.
2) **CC Chair selection process**
   a. ACTION: Elizabeth will email the CC asking for a statement of interest. CoUL will then identify the Chair from those who express interest.
3) **Common Knowledge Groups overview**
   a. Elizabeth reviewed CKG Guidelines and discussed process & next steps needed for launching CKGs.
   b. ACTION: CC to review Guidelines further and may amend these guidelines.
   c. ACTION: CC to determine a CKG submission process for submitting CKG charter proposals to the CC/new advisory structure.
   d. ACTION: CC will also need to determine how CKGs get approved, or not, based on their moving systemwide plans & priorities forward.
   e. ACTION: CC to make a statement as soon as possible about the CC receiving CKG charter proposals, including guidelines for doing so, and then follow up broadly to UC Libraries on the submission process.
4) **SAG 3 Collection Licensing Subgroup proposed amending its charge to include a CLS-SAG3 Liaison**
   a. CC discussed and agrees that this request makes sense given that these are two different roles (a CLS Chair and a CLS-SAG3 Liaison).
   b. ACTION: CC will amend the CLS Charge and propagate out (current CLS charge).

5) **Meeting and collaboration logistics (meeting frequency, wiki space, etc)**
   a. ACTION: CC to identify a standing meeting schedule and post to its public webpage.
6) **SAG3 update thus far**
   a. SAG 3 face to face Sept 6 UCLA.
   b. Bibliographer groups is a top priority; SAG3 received F2F meeting request from 1 bib group.
   c. Question for CC to consider: Should we use SOPAG guidelines for F2F meetings?
      See http://libraries.universityofcalifornia.edu/sopag/resources)
   d. CLS relationship to other SAGs is unique due to its reporting line to SAG3.
7) **Master List of Systemwide Services & Projects**
   a. ACTION: Marlo & Rosalie are in the process of moving copies of SOPAG-related documents
      listed on this UCL Advisory Structure Services & Projects - Master List (see Resources
      column) that are behind password protected wikis into a shared Portfolio Materials wiki that
      all SAGs can peruse.
8) **Training: Confluence wiki and UC Libraries website**
   a. SAGs need guidelines and training on process for posting public minutes, consistent
      distribution or alert process, and using the wiki
   b. ACTION**:** Rosalie in the process of coordinating a training session to be led by Jane Lee (CDL)
      for SAG members on how to post public minutes to UC Libraries website and consistent
      naming conventions for minutes across SAGs.
   c. ACTION: UCSF Confluence Wiki Administrator in process of scheduling wiki training for all
      SAG members.
9) **Cross-SAG Communication models to foster good communication / collaboration when areas are
   assigned/ or of interest to multiple SAGs**
   a. ACTION: We will create such a shared wiki space for all SAGs, the CLS, and the CC to share.