

UCLAS: Coordinating Committee (CC) Meeting  
18 July 2014 Minutes

Convener: Rosalie Lack

Recorder: Robin Chandler

Attendees: Robin Chandler, Ann Frenkel, Martha Hruska, Rosalie Lack & Marlo Young

Absent: Ginny Steel (unscheduled)

Agenda items:

1. Report on SAG Activities
  - a. Reports from Liaisons from SAGs/CLS
  - b. Actions:
    - i. Ask SAG 2 to contact all CKGs requesting all review the Shareable Metadata Policy
    - ii. Ask SAG 2 to contact ILL Courier Team and request announcement of new vendor on CDL Info
    - iii. Ask CLS to publish on website and distribute the Article Delivery Report
2. Data Curation CKG
  - a. Reviewed Data Curation CKG proposal and approved CKG with suggested new language to proposal
  - b. Actions:
    - i. Contact Data Curation CKG convener indicating proposal approved with suggested new language
    - ii. Send memo systemwide to call for new members
3. Travel Guidelines for UCLAS Face-to-Face meetings
  - a. Approved by CoUL at 6/30/14 meeting
  - b. Actions:
    - i. Publish to UCLAS website [\[http://libraries.universityofcalifornia.edu/cc/documents\]](http://libraries.universityofcalifornia.edu/cc/documents) and disseminate to SAG and CLS chairs.
    - ii. Link to in CKG wiki → CKG Chair Administrative
4. LAUC, CC and PM call report and follow-up
  - a. Reviewed discussions and outcomes of meetings
  - b. Discussed UCLAS Assessment process; processes for assigning Portfolio Manager vacancies; and CoUL priorities for systemwide library work
  - c. Actions:
    - i. Contact CoUL requesting review of/ input to Consultant's proposal for UCLAS Assessment by SAG and CLS chairs and the CC

- ii. Contact CoUL requesting opportunity for SAG/CLS chairs to meet (virtually) with CoUL to discuss priorities once finalized
- 5. Legacy wiki pages: HOPS, HOTS, etc.
  - a. Discussed options for preserving institutional memory in wiki pages for groups no longer formally part of UCLAS: renewal or creation of PDFs
  - b. Actions:
    - i. Identify and contact owners of pages (former SOPAG & structure members) requesting they renew or create PDFs of wiki pages
- 6. UCLAS Membership Changes Scenarios & Checklist
  - a. Finalized checklist
  - b. Actions:
    - i. Update and PDF the UCLAS Membership Changes Checklist for appointing new members to vacant posts.
    - ii. Share with SAG Chairs and LAUC exec