

UCLAS: Coordinating Committee (CC) Meeting  
20 June 2014 Minutes

Convener: Rosalie Lack

Recorder: Martha Hruska

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

Agenda items:

1. Report on SAG Activities
  - a. Reports by CC SAG members of activities
2. UCLAS Blog
  - a. Marlo announced the blog to SAG/CLS Chairs and requested feedback
  - b. ACTION: Marlo will draft a message to announce the launch
3. CKG Request to conduct an in-person meeting
  - a. Discussed CKG in-person meetings and process for approving
  - b. Reviewed the previous SOPAG Guidelines for F2F meetings
    - i. ACTION: Revise and update the SOPAG Guidelines
    - ii. ACTION: Put on CoUL July 11 Consent agenda
    - iii. ACTION: Share with SAG/CLS/CKG chairs
4. Process for reviewing SAG/CLS reports
  - a. CC should review reports and determine what goes to CoUL for review or for consent
  - b. SAG/CLS will be asked to flag issues in their transmittal memo
  - c. Ginny will be consulted as needed
5. Process for replacing UCLAS members
  - a. Campuses are responsible for choosing new members
  - b. The campus UL gives the final approval
  - c. LAUC reps also go to CoUL for approval
    - i. ACTION: Document the process and share with SAG/CLS chairs
6. SAG end of year report/next year workplans
  - a. CC drafted end of year report for CoUL
    - i. ACTION: Send draft to SAG/CLS Chairs for review
  - b. SAG/CLS will be asked to create FY 14-15 workplans after the release of CoUL FY 14-15 priorities
7. SAG/CLS Chair Call Agenda
  - a. Quarterly call will be held with CC and SAG/CLS chairs
    - i. ACTION: Send draft agenda to SAG/CLS chairs for review to add items
8. CKG End of Year Report
  - a. A 1-page template for reporting was created

- b. End of Year reports will be available on the public CKG wiki:  
<https://wiki.library.ucsf.edu/display/UCLCKG/UC+Libraries+Common+Knowledge+Groups+Home>
  - i. ACTION: Finalize template
  - ii. ACTION: Send to each CKG Chair, due end of July.