

2014-01-08 Meeting Agenda and Minutes (Published)

Date

08 January 2014

1pm-2:30pm

Attendees

- Diane B. Bisom (Chair, UCR)
- Myra Appel (UCD) – Note Taker
- Marcia Barrett (UCSC)
- Heather Christenson (CDL)
- Judy Consales (UCLA)
- Elizabeth DuPuis (UCB)
- Vicki Grahame (UCI)
- Martha Hruska (UCSD)
- Emily Lin (UCM)
- Janet Martorana (UCSB)
- Angela Riggio (LAUC)
- Leslie Wolf (Portfolio Manager)
- Jean McKenzie (CLS Liaison)

Scheduled Absence:

- Polina E Ilieva (UCSF)

Discussion Items

Time	Agenda Item	Who	Discussion Notes	Decisions/Actions
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<p>20min 1-1:20pm</p>	<p>Call to Order, Agenda Review, Announcements</p>	<p>Diane Diane/Leslie Leslie</p>	<ol style="list-style-type: none"> 1. Time Keeper for today's conference call – Janet Martorana volunteered 2. Special Conference Call: CoUL Priorities 2014-2017 – January 21, 1-2pm 3. Evolving the role of the Portfolio Manager: Diane and Leslie discussed strategies for a more effective structure and tracking of SAG3 charges, projects and workflow: 4. Uploading more recent meeting notes to website (as of 12/17, 10/9/13 is the most recent) – Proposal: Portfolio Manager will work with the Note Taker to make sure the past notes, and notes going forward, are edited for publication, and posted to the SAG 3 website one week after the meeting. 5. Tracking Decisions, Assignments, Pending Items <ul style="list-style-type: none"> • Leslie will set up a page to link shared ILS information. • Leslie will work with Emily Stambaugh to post reports from the shared print groups for SAG3 and public view. 6. Call Preparation – posting reports, notes, leading agenda items, etc.: <ul style="list-style-type: none"> • SAG3 members agreed to post and link documents to agenda to give us time to read materials prior to conference calls 	<p>ACTION: A special January 21, 2014 conference call will be held.</p> <p>6. ACTION: SAG3 members will:</p> <ol style="list-style-type: none"> a. Post and link documents to agenda ahead of time to give group time to read. b. Convey agenda item to discussion leader in advance. c. Complete prep work in advance by conveying outcomes and stating what needs to be completed during SAG3 conference calls. d. Diane B. Bisom will make a call for agenda items several days prior to scheduled conference calls. e. Diane B. Bisom will add to the agenda a category to include quick updates from ongoing task forces, projects., etc.
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<p>10min 1:20-1:30pm</p>	<p>Coordinating Committee – Update/Issues</p>	<p>Martha</p>	<ol style="list-style-type: none"> 1. BiMonthly SAG reports due Jan. 10 2. CKG's <ol style="list-style-type: none"> a. in process: PAG, Scholarly Publishing, UC Archival Management systems b. Guidelines review re: open vs experts c. Alignment with SAGs, role as task groups d. Reference Bibliographers Group currently discussing a request to become a CKG; noted that group will need to communicate both with SAG3 chair and CLS chair. 3. Portfolio Managers - revised guidelines not yet published 4. SAG liaison role on Operation teams 5. Cross SAG communications <ol style="list-style-type: none"> a. use of shared SAG 3/CLS space? b. guidelines for communication paths will be shared 	<p><input checked="" type="checkbox"/> Martha Hruska will send a template for the report</p>
<p>10min 1:30-1:40pm</p>	<p>Shared ILS TF – Update</p> <ul style="list-style-type: none"> • Draft Communication for CoUL to distribute 	<p>Vicki</p>	<ol style="list-style-type: none"> 1. Process for working with UCSC procurement: the buyer is the conduit for the committee during the proposal stage to complete the following steps: 	<ol style="list-style-type: none"> 1. ACTION: Diane B. Bisom will send document to both CoUL and MacKenzie; link will be added to the document. 2. SAG3 will send out survey, with a two-week response deadline, to ULs who can determine who best within their institutions can address; survey will be conducted via Survey Monkey. <p><input type="checkbox"/> Wiki page needs to be updated: Heather Christenson no longer will serve on sub-group due to other commitments; Martha Hruska has rejoined the committee</p>

- contact and establish communication with the suppliers and their applicable representative
- email the committee's SOW (Statement of Work) along with UCSC contracting information to the suppliers
- field and transmit all introductory questions/inquiries from the suppliers to the committee
- review the SOWs (and potential supplier contracts) for completeness
- submit SOWs and applicable information to the committee
- arrange meetings/conference calls for the committee with the supplier to discuss the supplier's plan
- negotiate pricing (if necessary)
- negotiate supplier's terms and conditions (if necessary)
- communication and correspond with the suppliers as needed to save time and frustration for the committee (this also eliminates pressures for the committee that some ambitious/aggressive suppliers tend to put on the potential clients)
- anything else the committee would like me to do to save them time

			<p>2. Survey is ready to go to campuses after the CoUL email is distributed</p> <p>3. Need to draft a cover to send with the survey</p>	
<p>20min 1:40-2pm</p>	<p>CLS – Update</p> <ol style="list-style-type: none"> 1. CLS Role in the UCLAS 2. UC Article Delivery Service Exploration Task Force – Revised Charge 3. UC OA Pilot Assessment proposal (12/6/2013 email) 4. Taylor & Francis Cost Assessment Lightning Team – Update 	Jean	<p>12/20/2013 email from K. Scott to D. Bisom and R. Lack/CC – forwarded to SAG 3 on 1/2/2013 – Document: CLS Role in the UCLAS:</p> <ul style="list-style-type: none"> • SAG3 members discussed where responsibilities lie respectively with SAG1, 2, or 3 and CLS and the mapping from former groups to the new advisory structure. <p>2. 12/20/2013 email from K. Scott to D. Bisom and P. Martin/SAG2 – forwarded to SAG 3 on 1/2/2013 – Document: UC Article Delivery Service Exploration TF Revised Charge</p> <ul style="list-style-type: none"> • SAG3 members were asked if any of us wanted to volunteer to analyze vendor proposals or if we had names of individuals to nominate. <p>3. 12/6/2013 email from K. Scott to D. Bisom and D. Minor/SAG1 – forwarded to SAG 3 on 12/6/2013, resent 1/8/2014 – Document: OA Funds Preliminary Report 2013 SAG1 SAG3</p> <p>4. From SAG 3 11/6/2013 Notes: "Taylor & Francis Cost Assessment Lightning Team – refine sentence in P2 about scope of charge, add issue on gauging staff processing impact, change final date from 2015 to 2013, identify membership; CLS can simply announce to SAG3 when charge final and membership confirmed."</p>	<ol style="list-style-type: none"> 1. Need to go back to Implementation Group and determine the scope of each new advisory group. Martha Hruska will update SAG3 about the Coordination Committee discussion and emphasize to the CC that CLS does need to move quickly with turnaround times. <input checked="" type="checkbox"/> ACTION: 2. SAG3 suggested that Susan Parker (UCLA) has the experience needed to review proposals; Diane B. Bisom will forward her name to Kerry Scott. <input type="checkbox"/> 4. Jean McKenzie will forward the membership roster to Diane once charge and membership are confirmed.

<p>5min 2-2:05pm</p>	<p>New Items Collaborative Digitization</p>	<p>Heather</p>	<p>Schedule this item for January 22, 2014 Agenda? Heather: Yes, and our group would like to present a proposal at the 1/22 mtg, so we'll need 15-20 minutes.</p>	<p><input type="checkbox"/> ACTION: @Diane B. Bisom will add the Collaborative Digitization subgroup update and discussion to the Jan. 22, 2014 conference call agenda; @Heather Christenson will inform Diane about who SAG3 needs to invite to join us for the discussion.</p>
<p>15min 2:05-2:20pm</p>	<p>Pending/In Process Items 1."UC Article Delivery Service Exploration Task Group" - Task Group Charge 2. Role of the Collections Librarian/Bib Groups Message 3. Tracking groups or projects we have oversight for (Leslie - checking to make sure I didn't miss any so far) a. Shared Print teams - strategy and operations (Emily Stambaugh is managing these) b. Article Delivery Service Exploration Task Group (CLS is managing this) c. Are there others? 4. Dismiss NGTS Shelf Ready TF</p>	<p>ALL</p>	<p>1. As of 12/4: waiting for revisions to charge from SAG2; SAG2 nominated Lynne Grigsby-Stanfill to be the SAG2 rep. Revised charge sent to SAG 3 12/20/2013 & 1/2/2014 (Linked under CLS Update, above) 2. Possible plan for addressing this report: Small group will outline/draft response to CC and CoUL (Propose Myra, Beth, Emily) Small group will tie "initial SAG 3 responses" to the specific recommendations in the report, and to the current CoUL Priorities assigned to SAG 3. Memo to CC and CoUL will include: – SAG 3 will work on restructuring/redefining, recharging the Bibliographer Groups – Select top 2-3 recommendations from the POT7 LT2 report to move forward 1. Orientation for new bibliographers</p>	<p><input type="checkbox"/> ACTION: 2. Elizabeth DuPuis, Emily Lin and Myra Appel will propose to SAG3 recommendations that the Advisory Group will submit to the ULs; proposals from the sub-group will be discussed at the SAG3 January 22, 2014 conference call.</p>

			<p>2. Develop communication structure/processes between bib groups, CDL, CLS, and SAGs</p> <ul style="list-style-type: none"> - Ask CoUL if SAG3 may post this report as "information" with statement that SAG 3 will continue to pull out selected recommendations for development - Other? - Due date for this? <p>3. a . What is the "canonical place" where Shared Print teams report their work broadly (public availability vs wiki). Leslie will schedule with Emily to report quarterly (on the call and in writing)</p> <p>3. b. Waiting for revised charge from CLS, and proposed membership.</p> <p>4. Waiting for response from CC (DB forwarded email to SAG 3 on 12/17/2013)</p>	
<p>10min 2:20-2:30pm</p>	<p>Action Items/Recap</p>	<p>Note Taker/Myra</p>		