

2014-02-26 Meeting Agenda and Minutes (Published)

Date

26 February 2014

1pm-2:30pm

Attendees

- Diane B. Bisom (Chair, UCR)
- Heather Christenson (CDL)
- Judy Consales (UCLA)
- Elizabeth DuPuis (UCB)
- Vicki Grahame (UCI)
- Martha Hruska (UCSD)
- Polina E Ilieva (UCSF,)
- Janet Martorana (UCSB, Note Taker)
- Angela Riggio (LAUC)
- Leslie Wolf (Portfolio Manager)
- Jean McKenzie (CLS Liaison)

Absent:

Myra Appel (UCD)

Marcia Barrett (UCSC)

Emily Lin (UCM)

Discussion Items

Time	Item	Who	Discussion Notes	Decisions/Actions
5min 1-1:05pm	Call to Order, Agenda Review, Announcements	Diane	<ul style="list-style-type: none">• Time Keeper – Volunteer• Announcements:<ul style="list-style-type: none">• Diane: Bi-monthly report is due Mar 7	Angela was time keeper Diane B. Bisom will draft bi-monthly report and send out to review before submitting
15min 1:05-1:20pm	Updates Coordinating Committee Shared ILS/RMS CLS	Martha Vicki Jean	<ul style="list-style-type: none">• Updates as needed; email updates are fine, unless actions are needed	Martha Hruska will bring our discussion points to the Coordinating Committee meeting on Friday. Will let us know the outcome of discussion.

- SAG/CLS liaisons to Shared Service Operations Teams: Martha: Coordinating committee met f2f first time, w/ULs the following day; provided ULs review of SAGs activities regarding UL priorities.
 - A number of project teams have been launched and CKGs proposed, approved and in the works; ULs aware of bandwidth issues systemwide. The Coordinating Committee to talk about these priorities/capabilities.
 - SAG2 is reviewing Operations Teams already in place and how they would liaise with them; how do we want to liaise with the 6 Teams linked to SAG3? Need a definition/description and identify what makes up an Operations Team, further clarification and direction; liaise role to include awareness, communication, policy impacts, etc.
- Bimonthly reports due March 7

- ILS Subgroup
Vicki:
 - ILS Survey results available
 - Consultant proposals have been reviewed and our top choice has been identified.
 - CoUL has verbally approved our going forward.
 - Next steps is to finalize agreement outlined.

- CLS
Jean: No updates since last SAG3 meeting - schedule has changed and they'll be meeting on Friday.

<p>15min 1:20-1:35pm</p>	<p>Major Agenda Item: Collaborative Digitization</p>	<p>Heather</p>	<p>a. Review the draft charge</p> <p>b. Review the brief survey to update collection information</p> <ul style="list-style-type: none"> • Heather: desired to solidify the charge and membership in the new structure <ul style="list-style-type: none"> • created a formal charge but with the same projects and type of information • to report to SAG3 monthly; will liaise with SAG2; consult with stakeholders and collection managers and Special Collections • codified deliverables: by the end of Q2, two projects discussion regarding use of Project Team, Task Force or Sub-group. Prefer Task Force unless a specific project is undertaken. • Preparing a lightweight survey to gather current data about collections appropriate for digitization projects. 	<p>SAG3 approved the charge; approved the name change and use of Task Force</p> <p>Heather Christenson will get the charge added to the website. (Done)</p> <p>SAG3 approved short survey/questionnaire to be distributed by this group to the old HOSC members in March. Responses to be reviewed in April, with proposal by end of Q2.</p>
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<p>10min 1:35-1:45pm</p>	<p>Discussion of New CKGs</p> <p>CKGs Assigned to SAG 3:</p> <p>Archival Management Systems User Group (AMSUG) CKG</p> <p>Preservation CKG.</p> <p>CKGs proposed pending approval:</p> <ul style="list-style-type: none"> • Shared Visual Resources • Statistics 	<p>Martha</p>	<p>Overview on scope, role, purpose in the UCLAS</p> <p>Guidelines for Proposed CKGs</p> <p>CoUL/CC meeting last week. Concern about bandwidth</p> <p>Questions from Vicki, Polina, Heather</p> <ul style="list-style-type: none"> • Martha: <ul style="list-style-type: none"> • Archival management systems: questions? Send to Martha by Friday. • CKGs: information sharing groups; annual report required so that SAG can review for impacts on policy or other. • Leverage the AMSUG CKG to close the loop of the NextGen Archival Toolkit Pilot Project 	<p>SAG3 agreed to support the formation of the Shared Visual Resources CKG.</p> <p>SAG3 recommends that all CKGs have a statement in their charters for a review of the organization regarding effectiveness of structure and work; coordination with other activities.</p> <p>Diane B. Bisom and Martha Hruska will compose an email to Eric Milenkiewicz, the AMSUG convener, regarding the POT3 pilot project.</p>
<p>10min 1:45-1:55pm</p>	<p>Bibliographer Groups</p>	<p>Myra, Beth, Emily</p>	<p>Discussion centered around how to quickly clarify and re-establish roles of the bibliographer groups and how to best to communicate this important information to the bibliographers.</p>	<p>Janet Martorana agreed to draft the document addressing governance, reporting line, structure, charges, etc. for SAG3 review and discussion</p> <p>Elizabeth DuPuis will send Janet via email any key documents and previous drafts, and offered review help. (DONE)</p> <p>SAG3 will review the draft for discussion in April.</p> <p>Diane B. Bisom, Leslie Wolf, and Martha Hruska will determine how to best distribute the document for review and vetting by appropriate groups.</p> <p>Diane B. Bisom will compose a cover letter and distribute the POT7 LT2 final report by the end of this week. (Done 2/28/2014)</p>
<p>20min 1:55-2:15pm</p>	<p>Major Agenda Item:</p> <p>Audio/Visual Preservation</p>	<p>Beth</p>	<p>Proposed charge for group focused on audio/visual preservation</p>	<p>Item discussion moved to next meeting.</p> <p>Diane B. Bisom will add it to the agenda. (DONE)</p>
<p>10min</p>	<p>UC Libraries Involvement in West</p>	<p>All</p>		

2:15-2:25pm

Given email from Marlo Young (below), what are SAG 3's next steps, or is this covered under the Shared Print Strategy Team:

To: UC Libraries Advisory Structure (for information), Users Council (via Ellen Meltzer for information & distribution), LAUC (via Nick Robinson for information & distribution)

From: Coordinating Committee, UC Libraries Advisory Structure (via Marlo Young, Communications Manager)

Re: UC West Coordinating Committee Final Report

Date: 4 February 2014

The UC Libraries Advisory Structure's Coordinating Committee thanks the UC West Coordinating Committee for outstanding contributions in the management of UC Libraries participation in the Western Regional Storage Trust (WEST) and respectfully disbands this committee upon the submission of its Final Report.

Strategic Action Group 3: Collection Building and Management, within its portfolio of activities for the advisory structure, will coordinate UC Libraries involvement in WEST.

The Final Report and appendices are posted on the UC Libraries Key Documents webpage and on the UC Libraries Shared Print website at:

<http://libraries.universityofcalifornia.edu/about/key-documents>

<http://www.cdlib.org/services/collections/sharedprint/docs/UCWCCFINALREPORT20140117.pdf>

Diane B. Bisom will forward Marlo's email to Emily Stambaugh regarding SAG3 acknowledgement that WEST activities falling under Shared Print's purview. **(Done 2/27/2014)**

			<ul style="list-style-type: none"> • Discussion whether WEST falls in Shared Print's purview. SAG3 agreed it does. Shared Print Team regularly (quarterly) reports back to SAG3 so this topic will be included in any updates and reports from them. 	
5min 2:25-2:30pm	Action Items/Recap	Note Taker and Portfolio Manager		