

# 2014-04-23 Meeting Agenda and Minutes (Published)

## Date

23 April 2014

1pm-2:30pm

## Attendees

- Diane B. Bisom (Chair, UCR)
- Myra Appel (UCD)
- Heather Christenson (CDL)
- Judy Consales (UCLA)
- Elizabeth DuPuis (UCB) (Note Taker)
- Vicki Grahame (UCI)
- Janet Martorana (UCSB)
- Leslie Wolf (Portfolio Manager)
- Jean McKenzie (CLS Liaison)

## Guest: Emily Stambaugh (CDL)

## Planned Absence

- Emily Lin (UCM)
- Angela Riggio (LAUC)
- Martha Hruska (UCSD)
- Polina E Ilieva (UCSF)
- Marcia Barrett (UCSC)

## Discussion Items

Time	Item	Who	Discussion Notes	Decisions/Actions
------	------	-----	------------------	-------------------

---

<p>5min 1:00-1:05pm</p>	<p>Call to Order, Agenda Review, Announcements</p>	<p>Diane</p>	<p>1. Volunteer Timekeeper (Vicki)</p> <p>2. Wiki Tracking Demo</p> <p>Leslie demonstrated our approach to wiki management to the CC chair and communications manager (4/15, with Martha and Diane attending), and to the SAG2 portfolio manager (4/17)</p> <p>3. Fall In-Person Meeting</p> <p>Interest in a September in-person meeting was confirmed. Suggested that an annual in-person meeting would be a reasonable request to CoUL, though need to clearly state the goals of that event. Oakland, Davis, and Irvine were proposed</p> <p>4. Updates for CoUL meeting</p> <p>Update planned for NGTS Shared Cataloging; update about Fed Doc Archive will be provided by Elizabeth Cowell who is on both groups</p>	<p>3. Diane to propose meeting date and SAG3 will choose a meeting location afterward.</p> <p><b>Done</b> – Date Proposed: September 10, 2014</p> <p>4. Diane to contact Rosalie (CoUL agenda planner) about project updates.</p> <p><b>Done</b> – email sent to Rosalie 4/23/2014</p>
<p>10min 1:05-1:15pm</p>	<p>Updates Shared ILS/RMS Task Force</p>	<p>Vicki</p>	<p>ILS Questionnaire sent to SAG3 via email.</p> <ul style="list-style-type: none"> <li>• SAG3 members to distribute to appropriate person(s) on campus and forward completed questionnaire to Vicki - deadline May 6</li> <li>• SAG3 members to forward questions from the campuses to SAG3 list. Vicki will forward to Marshall</li> </ul>	<p>All SAG3 members to distribute the ILS Questionnaire for completion and return by May 6</p> <p>All SAG3 members to forward campus questions to the SAG3 list</p>

<p>20min 1:15-1:35pm</p>	<p><b>Major Agenda Item:</b> Bib Groups Proposal Bib Groups Proposal with cover to UCLAS groups 2005 Bib Group Guidelines</p>	<p>Janet</p>	<p>Follow-up: Draft Proposal for discussion; next steps: distribution and local campus discussion, comment period</p> <p>Reviewed the proposed letter calling for comments and timeline; confirmed the initial comments from the proposed groups and a second round of comments sought from bibliographers and bibliographer groups; discussed how the lead person as a campus representative to a group might be chosen; suggested need to clarify membership of the larger group and how conveners are chosen; questioned if the subject area groups need more explicit definition; questioned reporting lines and timetable; suggested adding a sentence inviting ideas about implementation for our further planning; decided to keep the May 16 comment due date; and confirmed July 1 implementation date.</p>	<p>Diane will revise the letter with a call for comments and send it to the groups as soon as possible</p> <p><b>DONE</b> – email sent to Rosalie Lack, David Minor, Patti Martin, Kerry Scott, 4/23/2014</p>
<p>10min 1:35-1:45pm</p>	<p>CCDD Report</p>	<p>Heather</p>	<p>Progress report mentions activities such as survey of topics of greatest interest (closes April 30); vendor contacts and viability; grant opportunities and deadlines; and collections registry and infrastructure relationships. The CCDD task force may consult with SAG3 in May regarding aspects of project proposal(s) being developed (due end of June), if needed.</p>	<p>Heather Christenson to schedule next CCDD discussion for May/June</p>

<p>15min 1:45-2:00pm</p>	<p>Audio/Visual Preservation  Revised Draft Charge</p>	<p>Beth</p>	<p>Finalize Draft Charge (for distribution/comment)</p> <p>Beth, Martha, and Emily have discussed and finalized a draft charge for the Audiovisual Preservation Task Force. Suggest this be sent to SAG2 and SAG3 for review, to invite further nominations for the right expertise needed on the group, as well as any modifications to the charge. Mentioned possible connection to California Light and Sound project and CCDD group. Goal is to gather all final comments and membership by May 5, make revisions expeditiously, and convene the group no later than May 9.</p>	<p>Diane B. Bisom will send the draft to SAG2 inviting their comments as soon as possible (latest May 5) to Beth Dupuis</p> <p><b>DONE</b> – email sent to P. Martin, SAG 2 Chair, 4/23/2014</p> <p>All SAG3 members to send their comments and other committee members' names to Beth Dupuis by April 30</p>
<p>25min 2:00-2:25pm</p>	<p><b>Major Agenda Item:</b> Shared Print Strategy Team</p>	<p>Guest: Emily Stambaugh</p>	<p>Review SPST Road Map and Quarterly Report</p> <p>Emily desires to have SAG3 endorse the Road Map which is the first deliverable from the Shared Print Strategy Group (informed by the Shared Print Operations Group); the Road Map is a prioritized list of issues to work on for the next few years and possible "success indicators." Understanding that the design of all projects need further development before implementation.</p> <p>SAG3 interest in delving more deeply in the documents and recommendations as a group and with our campuses. Request two weeks for review and discussion. Key feedback should focus on if these are the key projects to work on, the characteristics expected of those projects, and the success indicators proposed (including the scale).</p>	<p>Diane B. Bisom to schedule a next conversation with Emily Stambaugh about Shared Print Road Map and related priorities for the May 14 meeting</p> <p>All SAG3 members should discuss with their campus and feel free to send questions to Emily in advance if desired</p>
<p>5min 2:25-2:30pm</p>	<p>Next/Future Agenda Items  Wrap up and Action steps</p>	<p>All  Note Taker and Portfolio Manager</p>	<p>Discussed possible future topics: 1) in-person meeting location and 2) Federal Documents Archive project.</p>	<p>Elizabeth DuPuis to schedule a Federal Documents Archive project discussion for May/June</p>