

# 2014-09-10 Meeting Agenda and Minutes (Published)

## SAG 3 In-Person Meeting

10 September 2014

9:30 am to 3:30 pm

**LOCATION: UC Irvine, Langson Library Room 570**

### Attendees

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

### Absent

- Marcia Barrett (UCSC)

## Note: What is Important to Discuss in Person

An agenda item rises to the level of an in-person meeting if it meets one or more of these criteria:

- Strategic planning (which can't be done on the phone)
- More discussion time is needed than can be allocated on a 90-minute call
- There is a "subjective" component
- There is an "impact" component for the SAG or the campuses
- There is complexity or uncertainty with the process to move the item forward

Time	Item	Discussion Notes	Decisions/Actions
10 min	Call to Order, Review of the Day, Logistics		
9:30 - 9:40	<b>Lead:</b> Diane <b>Timekeeper:</b> Leslie <b>Action Item Tracking:</b> Judy		
20 min	General review of the charge:	Reviewed the existing charge to ensure we have tackled the assigned projects	
9:40 - 10:00			

30 min 10:00 - 10:30	<p>Bibliographer groups</p> <ul style="list-style-type: none"> <li>We are charged with oversight of the bib groups. How do we provide oversight to current and future bib groups?</li> <li>What feedback have we received on our document?</li> </ul>	<p>The discussion centered around two issues:</p> <ol style="list-style-type: none"> <li>The SAG3 charge of oversight of the bibliographer groups, and how to provide that oversight.</li> <li>The reorganization concept proposal</li> </ol>	<p><b>ACTION:</b> Develop a proposal based on feedback received (deadline is 9/15).</p> <p>Move forward with collecting feedback on the proposal. Ensure broad discussion and participation.</p>
20 min 10:30 - 10:50	<p>CoUL Strategic Agenda</p> <p><b>Note: Lorelei Tanji, UCI UL and CoUL convener, joined us for this portion of our Agenda.</b></p>	<p>Lorelei reviewed a draft of the <i>System-wide Plan and Priorities 2014 - 2018</i>, excerpting the items for SAG3.</p> <p>We will receive the final version later this month</p>	
20 min 10:50 - 11:10	<p>Review of SAG3's current Portfolio (both "High Priority" and "Assess/Monitor")</p>	<p>We had only time for a brief discussion and can review this in context with the new Strategic Plan for 2014 - 2018.</p>	
30 min 11:10 - 11:40	<p>Overall strategy - what do we want to take on (not necessarily assigned to us by CoUL)?</p>	<p>We brainstormed a list of 15 ideas; we will talk further about how move these ideas forward.</p>	
60 min 11:40 - 12:40	<p>Shared ILS/RMS TF Report and Recommendations for CoUL</p>	<ul style="list-style-type: none"> <li>A two-page summary of the report was sent to CoUL in time for their September meeting.</li> <li>The target is to send a feasibility report to CoUL for their October meeting, after which CoUL will determine next steps.</li> </ul>	<p><b>ACTION:</b> Determine path to producing the report and outline next steps by our 9/24 meeting.</p>
30 min 12:40 - 1:10	<p>Lunch!</p>		
30 min 1:10 - 1:40	<p>Several related issues - Federal Documents Archive project, Shared Print roadmap, Shared ILS, RLF access problems</p>	<p>Discussed how these issues are related; no action items.</p>	
20 min 1:40 - 2:00	<p>CCDD Project Proposal</p>	<ul style="list-style-type: none"> <li>The draft project proposal provides an overview of the work CCDD has accomplished to address the charge to identify a UC collaborative collection for digitization: <ul style="list-style-type: none"> <li>Conducted a UC collections assessment, working with collection owners</li> <li>Initiated conversations with vendors potentially interested in developing a partnership to digitize UC holdings; Several vendors appear to be enthusiastic and willing to agree verbally to UC terms. Both vendors request that CCDD prepare a proposal describing more focused or delineated parameters for subject-based collections to digitize.</li> </ul> </li> <li>CCDD recommends that a project team be appointed to negotiate and work with the vendor and the collection owners once CCDD submits the proposal.</li> </ul>	<p><b>ACTION:</b> SAG3 endorses the draft project proposal and work; CCDD (SAG3) will work with and communicate with collection owners and CDOs.</p>

<p>60 min 2:00 - 3:00</p>	<p>SAG3 Year 1 Assessment</p> <ul style="list-style-type: none"> <li>• Plus/Delta Exercise - what is working, what isn't working: "Keep doing this, do more of this, do less of this."</li> <li>• SAG3/CLS coordination</li> <li>• Managing our liaison role to the Operations Teams - is our lightweight method working?</li> <li>• Communication in general - how and when do we communicate to Operations Teams, CLS, Bib Groups etc. (Use the example of distributing the letter about Shared ILS progress)</li> <li>• How well do we distribute and track our assignments?</li> <li>• What other SAGs are doing that we could adopt?</li> </ul>	<p>This was a far-ranging discussion. The SAG will discuss how to share our findings so that other SAGs can benefit.</p>	<p><b>ACTION:</b> Determine how to make needed changes.</p>
<p>15 min 3:00 - 3:15</p>	<p>Wrap up and action steps</p>		