

# 2013-07-17 SAG3 Minutes

Strategic Action Group 3

Inaugural Conference Call

Wednesday, July 17, 2013

1pm-2pm

Convener: Diane Bisom (UCR)

Attending: Beth Dupuis (UCB), Vicki Grahame (UCI), Judy Consales (UCLA), Emily Lin (UCM), Diane Bisom: Chair, (UCR), Martha Hruska: Coordinating Committee Representative (UCSD), Polina Ilieva (UCSF), Janet Martorana (UCSB), Marcia Barrett (UCSC), Heather Christenson (CDL), Leslie Wolf: Portfolio Manager, Angela Riggio (LAUC)

Absent: Myra Appel (UCD)

Note Taker: [Emily Lin \(inactive acct\)](#) (UCM)

## Agenda

1. Introductions/Roll Call
2. Agenda Review
3. SAG3 Operations

- Meeting Schedule

Every 2 weeks 90 minutes, Wed 1-2:30 pm, 2nd & 4th weeks

Note Taker Schedule to rotate alphabetically by campus, chair excluded. Notetaker is responsible for finding a substitute.

**ACTION:** [Diane Bisom \(inactive acct\)](#) will post meeting & notetaker schedule on wiki; suggestion to use wiki calendar. Next meeting 7/31, Diane (UCR) will take notes.

**ACTION:** [Diane Bisom \(inactive acct\)](#) will send out Doodle poll for in-person meeting, September. [Heather Christenson](#) will check if CDL can host.

Will consider alternative conference technologies, e.g. Google Hangout, in the future. At present will continue to use Readytalk; chair will host.

- Attendance/Substitutes

Members should send advanced notice to group or chair that you will be unavailable. Substitutes allowed if member informs substitute of discussion items and ensures they are able to contribute.

- Listserv Subject Line

Please include descriptive subject line.

- Nominations/voting for Chair, Coordinating Committee due July 22

Wiki 101 – adding/editing pages

Members should feel free to add relevant content to wiki; just be sure to link child page and attachment to relevant page/section. Public site: clarify with Coordinating Committee regarding process. Assume once reports approved, published to public website.

**ACTION:** [Leslie Wolf](#) will consult with Portfolio Managers about best practices for wiki set-up, in particular spaces for project teams

4. SAG3 Charge – Review

**ACTION:** [Martha Hruska](#) will ask SAG 3 Collection Licensing Subgroup to appoint ex-officio member.

Coordinating Committee discussing whether Licensing Subgroup will need its own portfolio manager.

Timing of annual report still to be determined. Keep annual report as standing item on agenda: what items should be included.

5. Assignments, Priorities, etc.

- eCIP and UC Press Books – **Due: September 1, 2013** (email to SAG3 on July 12, 2013 from CoUL via M. Young)

Issue raised by Becky Culberston, SCP; but SCP does serials, electronic resources. Different workflow for this; cataloging occurs in eCIP database. Participants need to be co-certified BIBCO and SACO. UCLA already contributes substantially to BIBCO cataloging.

**ACTION:** [Martha Hruska](#) will coordinate working group with John Riemer (UCLA); Lisa Rowilson de Ortiz (UCB), Vicki Grahame to bring options/recommendation back to SAG 3. [Elizabeth DuPuis](#) will confirm Lisa's participation and notify SAG 3 list.

6. Next Agenda – Topics/Items:

[Vicki Grahame](#) will lead group through Shared ILS charge from CoUL: [Shared ILS charge final for SAG3](#). Need to ask for extension, but need to move quickly to appoint task group.

Reach out to existing Project Teams (see SAG3 PT's on UCLAS Master Activities spreadsheet)

**Next Meeting:** Wednesday, 7/31/2013 1-2:30 pm. [Diane Bisom \(inactive acct\)](#) will host.