2013-07-31 SAG3 Minutes Final

Strategic Action Group 3

Conference Call

July 31, 2013

1pm – 2:30pm

Convener: Diane Bisom (UCR)

Note Taker: Myra Appel (UCD)

Attending: Beth Dupuis (UCB), Myra Appel (UCD), Vicki Grahame (UCI), Judy Consales (UCLA), Emily Lin (UCM), Diane Bisom: Chair, (UCR), Martha Hruska: Coordinating Committee Representative (UCSD), Janet Martorana (UCSB), Varvara Paizis substituting for Marcia Barrett (UCSC), Heather Christenson (CDL), Leslie Wolf: Portfolio Manager

Not Attending: Angela Riggio (LAUC representative); Polina Ilieva (UCSF).

AGENDA

1. Roll call
2. Agenda review

- SAG 3 members concurred that framework of the agenda is suitable for the future; adjustments can be made as needed
- Formal notification of SAG convenors and liaison will be named next week

3. SAG3 Operations:

- Approval of July 17th, 2013, Minutes and Posting to SAG3 website – minutes approved

ACTION: Leslie will verify process for posting and updating minutes and other documents in the Confluence wiki

ACTION: Emily will check with Polina to determine if the tagging function has been turned on

ACTION: Practices for taking and reviewing minutes. Members agreed to: 1) identify when they do not want sensitive information included in the minutes; 2) highlight confidential information in yellow included in the minutes and; 3) adhere to deadlines for reviewing and updating minutes prior to chair turning the minutes into PDFs and sending to SAG3 members; and 4) notify the Convenor when we will miss a meeting

- Adjustment/Approval of 2013/2014 Meeting and Note Taker Schedule – approved and agreed that schedule can be adjusted as needed
- In-Person Meeting confirmed: Friday, September 6th @ UCLA . 9:30 am, coffee; 10:00 am – 3:pm, meeting. UCLA will host lunch. Attendees: 13 SAG3 members and 1 Licensing Sub-Group representative; Ginny Steele is not able to attend

ACTION: Plan for in person SAG 3 meeting by reviewing project portfolio; Heather, Judy, Emily and Martha volunteered to review SAG3 charges and projects to create an agenda for the September 6th meeting

- SAG3 Licensing Sub-Group Liaison: the Licensing Sub-Group is in the process of voting for their liaison to SAG (Note: Jean McKenzie, UCB was selected as the CLS-SAG3 Liaison)

ACTION: Martha will notify Licensing Sub-Group about the Sept. 6th in person meeting

- Standing Agenda Items/Updates:
    - SAG3 responsibilities, tasks, etc. will be included under Standing Agenda Items/Updates; the project portfolio can be used to track Standing Agenda items

ACTION: Leslie will review the project portfolio to identify projects that need to be included as standing agenda and action items

4. CoUL Charge for Investigation of Shared ILS/Resource Management System

- Background:
    - The following documents were reviewed to inform the SAG3 discussion about our new charge: CoUL Priorities for NGTS 2010;

the Update from CoUL (September 28, 2012) to SOPAG, "Current Charge: Monitor national developments in Electronic Resource Management Systems (ERMS), Databases of Record, and System-wide Integrated Library Systems (ILS);" the ULs April 10, 2013, charge "SPOT 3 Subgroup to Investigate a Shared ILS/Resource Management System for UC Libraries" to SOPAG; and the ULs clarification that 1) they are requesting an assessment of the back end platform, not a shared discovery system, 2) only a minimum of 2-3 campuses need to participate with a shared ILS and 3) a consultant can be engaged to undertake an environmental scan of the current industry.

- Review of charge:
  - SAG3 concluded that we are the most logical group to undertake the charge since we are the primary group to focus on collection development, acquisitions, etc. and SAG3 members' varied portfolios will bring perspectives from a variety of functional areas. We agreed that the work will cross many lines and that we'll need to communicate and collaborate with other groups, bringing them into the process as needed.
  - SAG3 discussed clarification of terminology – Resource Management systems refer to back end platforms only; Discovery systems refer to the front end. SAG3 is charged to look only at the back end platform of a shared ILS.

- Process/Plan for Executing the Charge:
  - **Environmental Scan**:
    - Contract with a consultant to 1) review the next-generation ILS/RMS product market and identify products capable of supporting a consortia and 2) evaluate adoption of new systems by large academic library consortia. Consultant will provide SAG3 with report and SAG3 will explore in more detail those systems most suitable for the UC consortia
    - Identify pool of potential consultants; Carl Grant has been suggested as a candidate

ACTION: Diane will try to identify other possible consultants who have an understanding of consortial relationships and the University of California

ACTION: Heather will ask Laine Farley if she knows of consultants with requisite skill sets

ACTION: Contact MacKenzie Smith for names of potential consultants.

  - Determine 1) the status and priorities for the ILS on each campus and 2)which campuses are interested in pursuing a shared ILS/RMS system

ACTION: Establish a Sub-Group of 2-3 SAG3 members to 1) determine ILS status and priorities on each campus and 2) determine interest on each campus for participating in a shared ILS/RMS system

  - **Analysis**:
    - 1)Enumerate NGTS recommendations that might benefit from a shared back-end business system; 2)Research how next-generation ILS/RMS systems can support collaborative workflows; 3)Document systems that can facilitate collaboration based on evidence from other consortia or UC pilot projects

ACTION: Establish a Sub-Group of 2-3 SAG3 members to undertake the analysis listed above

ACTION: Diane will set up the two groups on the Confluence wiki; SAG3 members are asked to volunteer. Diane will also send an update to the ULs.

  - **Report and recommendations** to CoUL – due December 31, 2013; to include recommendations on the following:
    - Feasibility of a shared next-generation ILS/RMS
    - Process to move forward
    - Interest of each campus to participate

ACTION: Leslie will serve as project manager to ensure that the work of the two Sub-Groups and SAG3 moves along to meet December 31, 2013 deadline.

  - **Communication plan**
    - SAG3 charge will cross several committee, functional and campus lines; a developed communication plan is essential to educate and inform UC staff throughout the process

5. Updates

- eCIP and UC Press Books Sub-Group
    - Sub-Group held a call the morning of the SAG3 phone conference; a report will be written up for the next SAG3 agenda. (Some members of the Sub-Group will investigate the workflow with a possible outcome that a few campuses might make an ongoing commitment; this is not a SAG3 project.)

- Announcement that once CoULs review the results of SAG votes for chairs and liasions notice will be sent out next week.

6.Action Item Review (action items included within body of minutes)

7.Next Agenda:

- Discussion about BIBCO funnel; UCB and UCLA are currently the only members. A summary will be sent by the end of August.
- The next meeting is scheduled for August 14, 2013

ACTION: Diane will draft an agenda