

2013-09-25 Minutes (Published)

SAG3 Phone Meeting

September 25, 2013

Notetaker: Heather Christenson (CDL)

Roll Call

Attending:

Beth Dupuis (UCB), Myra Appel (UCD), Vicki Grahame (UCI), Judy Consales (UCLA), Emily Lin (UCM), Diane Bisom (UCR), Polina Ilieva (UCSF), Janet Martorana (UCSB), Marcia Barrett (UCSC), Heather Christenson (CDL), Leslie Wolf (CDL, Portfolio Manager), Angela Riggio (LAUC), Jean McKenize (CLS Liaison)

Absent:

Martha Hruska (UCSD)

Agenda Review

POT7 LT2 report will be on next agenda. Myra suggests reading the Executive Summary if no time to read full report. Dig in to sections most of interest.

ARL is offering a webinar on Transforming Liaison Roles on Friday. Would be of interest to SAG3.

SAG3 Operations

Approval of September 6 and September 11 minutes

Heather Christenson requested an edit that is specific to 9/6 external notes. There are cases where we may want internal notes that have more detail.

Edits were made for 9/6 notes.

Action: Diane will send external notes for 9/6 and 9/11 to Rosalie Lack for posting.

Coordinating Committee will distribute notice of notes being posted to other SAGs via Marlo Young

Action: Diane will also send a note to the other SAG chairs re notes being posted.

In lieu of overall plan from Coordinating Committee, we each may have our own campus strategy for communication, though Users Council representative is one path.

Diane is aiming to get external notes out by end of day Friday.

Short or mnemonic version of our name? Instead of, or in addition to, SAG 3?

Group discussed how we might refer to ourselves. Some ideas -- "collections" "CBM" . Proposal to include both SAG3 and Collections in name to bridge the gap. Discussion of punctuation (cataloging perspective in this group!)

Collections Licensing Subgroup is going by "CLS"

Decision: Group will use "SAG3 – Collections"

Action: Diane will send Martha a note that we decided on "SAG3 – Collections", but we defer to another form of punctuation if CC desires.

Changes to our wiki

Emily Lin gave an overview of the improvements that she and Leslie Wolf made to the SAG3 wiki.

- There is a new table set up for the portfolio section, sortable by column.
- Attachments are listed at the end of the table. Duplication has been removed and each attachment has been connected with a portfolio item.
- One goal is avoiding duplication and hosting same items in multiple locations.

- Although attachments are connected to one portfolio item, they can be linked to as much as we want from anywhere.
- Each portfolio item has its own master page, using a common template. Sections are: Activity, Background, and Documents.
- The Meetings page has been enhanced. Use additional notes column to track items for upcoming agendas.

Decision: Emily and Leslie will keep an eye out for the organization as the wiki content grows

Decision: Group will follow best practices

“Clean up as we go” is a best practice.

Diane and the group thanked Emily and Leslie for getting the structure in place.

There are links on the left hand side of the wiki to some external spaces.

SAG3 - Portfolio Materials page came from Rosalie Lack

Our official External Site is also linked.

A template for project spaces is also available for use when setting up a new project space.

Diane suggested we log decisions made by the group.

Items pending action by other groups also need to be tracked.

Action: Emily and Leslie will propose a method to track decisions and items pending action from other groups. Want to make sure someone owns the act of posting the information.

Shared wiki space for SAG3 and CLS

It is not entirely clear how SAG3 would work with and use this space. CLS is likely not aware of this space. Concern over duplication between SAG3 and CLS.

Action: Jean will ask CLS how they want to use the space.

Decision: SAG3 is willing to go forward with attempting to use it, but we may decide not to at a later point.

NGTS Shelf-Ready Pilot – Request from UCR Pilot Team to CDL

SAG3 is awaiting report. Group needs to discuss. Reschedule for October meeting.

Action: Diane will ask Pilot Team for report.

CLS Memo to Coordinating Committee: CLS Connections to Scholarly Communication Efforts

The process by which the document was created and vetted is not entirely clear. The document went from CLS to the CC, CC reminded CLS that memo needed to go through SAG3. Document then came to us.

The group discussed the document. Some points of discussion:

- Across the entire advisory structure, there are issues in connecting money with strategic priorities.
- When money is tied to collections budgets, CDOs need to be represented.
- Concerns over the structure adding bureaucracy.
- We have a new structure, it's fluid, and will require adjustments. Need to see what problems are encountered. Coordinating Committee has only had a few calls. Other SAGs may not have had an in-person meeting yet. Very beginnings.
- We don't want to end up with a structure that is overly burdensome.
- SAG3 wants to be clear that memo comes from the full CLS.

Action: Jean will ask CLS group to clarify that document comes from entire group and whether there are any changes CLS would like to make given that document is now going to SAG3, and report back to SAG3.

Decision: Jean will be added to the SAG3 listserv.

Action: Leslie will add Jean to the SAG3 listserv.

Follow-up on September 6 in-person meeting at UCLA Action Items

Need to invite scheduled guests to meetings in advance.

Action: Diane will invite Emily Stambaugh to November meeting.

Shared ILS Charge from CoUL and SAG3 Action plan: CoUL Charge for Investigation Of Shared ILS/Resource Management System

Laine Farley reported to Diane that CDL can handle the purchase order to hire a consultant. CDL needs to include a plan for work being performed. The workplan will come from SAG3. Diane will be out of town next month.

Action: Heather and Leslie will find out whether there is a form that the SAG3 ILS Subgroup 1 can use as a template and/or what elements are required for CDL to include in the PO.

Action: Diane will follow up with Lorelei Tanji to get CoUL answer to consultant inquiry. Was it approved? Is there a budget? Timeline? Next steps?

Action: ILS Subgroup 1 will draft work plan for consultant.

ILS Subgroup 2 has nothing to report, but Beth intends launch the group at the end of this week.

Next Meeting: October 9, 2013; Convener: Emily Lin for Diane Bisom; Note Taker: Leslie Wolf (Portfolio Manager)

Action: Emily and Diane will create and agenda for the next meeting.

Leslie recommended using a template for the meeting notes that relates them to the agenda.

Decision: Group will test this method, starting with next call.