2013-02-11 to 2013-02-12

Notes from 2CUL TSI Steering Committee Meetings, Feb. 11-12, 2013

Day 1: Steering Committee Meeting (1:00 - 4:15 PM)

Participants: Adam Chandler, Kate Hatcourt, Jim LeBlanc, Colleen Major, Boaz Nadav-Manes, Robert Rendall

Reports from working groups & team liaisons:

- Korean processing issues (Jim) – update on 2CUL Korean cataloging agreement
- Ordering Team (Jim---Basecamp instance created; no charge yet
- E-Resources Troubleshooting (Colleen); no chair or charge yet
- Virtual Desktop (Adam) – still waiting for authentication process to be developed by Cornell IT; moving forward with “guest IDs” but may be a problem with VPN at Columbia
- Administration (Kate and Jim) – Carla Mezic has replaced Gail Anderson as HR liaison; CJKT issues will be represented by functional working groups as well (Xin Li will be inviting the appropriate individuals) Kate will meet with Carla and bring her up to speed.
- LERIWG (Adam) – no real action yet, but preparing introductory email for participants
- Interview participation – Jim will follow up regarding effect of Sarah Elman’s role in search committee for Cornell’s CMS Director position; Boaz is participating in interviews for Columbia’s E-Book Strategist position

Role of liaisons in working groups and functional teams (information added to guidelines for setting up TSI working groups)

- Monitors progress of group
- Communicates relevant developments to the Steering Committee
- Provides brief monthly reports at designated Steering Committee meetings, or as requested by the Committee

Remaining functional teams

- In future, we should present the teams with charges & recruit chairs to ensure accountability from the start
- Additional functional teams to be appointed (and possible leads):
  - Monograph receiving (incl. approvals, inputting and invoice payment): Lisa M., Matt P. (chair: Matt; liaison: Jim)
  - Original cataloging (all formats): Susan S., CMS Director (chair: Susan; liaison: Kate)
  - Copy cataloging (all formats): Irina K., Cynthia R. (chair: Irina; liaison: Robert)
  - Non-MARC metadata: Melanie W., Jason K., Wendy K., Steven F. (chair: Jason; liaison: Robert)
  - Print serials: Alan S., Deb W. (chair: Deb; liaison: Kate)
  - E-resources: Bill K., Joyce M. (chair: Bill; liaison: Colleen)
  - Batch processing (TS functions): Mark W., Gary Branch (chair: Mark; liaison: Boaz)
  - Database maintenance: Dave M., Barb T. (chair: Barb; liaison: Boaz)
  - Ordering: Matt P., Lois P. (chair: Lois; liaison: Jim) -- already appointed]
  - Will need to add a list of these groups somewhere on the wiki

Non-MARC Metadata Working Group: Jim will draft charge in Basecamp based on Ordering Working Group proposal and notes from Melanie

Day 2: Steering Committee Meeting (9:00 - 3:30 PM)

Career Week

- Last year the topic was an introduction to 2CUL.
- We should come up with ideas for our parts of the presentation by Monday.
  - IKEA principle
  - Working F2F
  - Being in the spotlight (being watched by other institutions)
  - What is the promise
  - Very cool things about 2CUL
  - Working remotely
  - Cultural differences
  - TSI & Alma
- Next year we will ask Team leaders to present.
- We are working on a time change due to a conflict at Columbia

Planning for 2CUL Session at E-resources & Libraries Conference

- Jesse, Colleen, and Boaz met to discuss one of the coming 2CUL ER&L session which they plan to present about, titled: “Extreme E-resource Endeavors: From PDA and POOF! to Interface Management and more...”. At the meeting they began fleshing out details for this lightning talk which will cover unique features of our individual and collaborative treatment of e-resources like: PDA+, e-preferred reserves, renewal calendars, Pre-Ordering Online Form (POOF!), collections strategies, and interface management.

Staff Meeting

- Bob Maxwell will be the BIBCO reviewer!

Meeting with Project Directors
• Jim and Anne will be each sending out a letter to staff about the next phase of 2CUL. They want each letter to reflect the “tone” of the UL.
• The Cornell Sun and Spectator had articles about 2CUL. LJ interviewed Xin.
• Discussion about the Negotiation Team for Alma. They haven’t met. The main work will be on framing terms to offset risk. Benchmarks will be set with escape clauses.
• Concern voiced from us over timing and risk.
• Xin and Bob will work on an announcement of next steps for Alma for staff.
• Xin and Bob see some benefit in having a consultant. Xin will “shop” for someone to help us. Maybe the new Organizational Development person?
• Discussion of the 2CUL ejournal preservation program.
• Kuali Ole is having major problems with its acquisitions system.

Wrap Up

• We will increase basecamp to 50 projects and charge to 2CUL.
• We discussed the concerns brought up in the Princeton site visit documents and to varying degrees, we have major concerns about going forward with Alma and Jim will make sure the Negotiating Team understands our worry that difficulties with Alma implementation will taint the TSI initiative. Staff will not see them as separate processes.
• We do not think we are in a position to take on a leadership role in the Cataloging-Co-op grant proposal.
• We will encourage F2F for functional team leaders. Jim will encourage Matt and Lois.
• We will make a tip sheet for team leaders. Laurie will work on the outline of this. It will have things like the logistics of Skype, and webex. It will be on the wiki.
• Boaz will form the “Cultural Working Group.”
• We will have a large F2F meeting in the summer of all staff who can attend to kick off phase 2. We will use polycom for those who can’t travel.
• We need to reschedule the May F2F.
• Kate and Robert will be sure Copy Cataloging and Original Cataloging functional groups address the language gap issue and get the language lists up to date. We need to define what language proficiency is. In OSMC it means being able to catalog a book in that language but it may be different for Ordering.
• Teams will be encouraged to use Basecamp and the liaison and Jim and Kate will be on the notification list.