# 2012-10-01

2CUL TSI Steering Committee Meeting Notes, 1 October 2012

Attending: Kate, Colleen, Jim, Boaz

We decided that four participants would be the normal quorum for these meetings.  Since none of the Columbia folks will be available next week, we will not get together again until Oct. 15.

We agreed "in principle" to use Basecamp as our project management tracking software, given that it's easy to use and ours is not an highly complex project (as library projects go).  We'll discuss next steps for implementing Basecamp in our next Skype conversation.  In the meantime, Jim will ask Laurie Stevens to sign us up.

Since the Columbia ERIWG team meeting with AULs has been postponed, we agreed to postpone our own further discussion of Colleen's and Adam's proposal for a 2CUL LERIWG (Licensed E-Resources Interfaces Working Group).

Jim will reorganize and better label some of the information on our wiki later this week to increase its user-friendliness.

We reviewed our list of TSI operating principles, including how best to consolidate them and adding one more.  The draft list now includes:

1. Seek automated solutions
2. Communicate as 2CUL
3. Reduce handoffs; eliminate redundancies; increase efficiency
4. Make process transparent
5. Getting records in batch, when possible; staff handles exceptions
6. Create capacity for new activities; free staff from routine work
7. Align staff capabilities with job needs; adjust work assignments as needed
8. Look at staff vacancies from 2CUL perspective
9. Look at project work from a 2CUL perspective
10. Assess all 2CUL projects, including small ones
11. Train together when possible
12. Foster functional relationships among staff
13. Solve 2CUL problems as 2CUL
14. Trust each other's judgment, training, and skills
15. Integrate with existing groups and committees
16. Remove obstacles and improve access to communication and sharing work between institutions
17. Assume a shared LMS in the future, but don't count on it
18. Examine all local processes and issues with the future good of 2CUL in mind

In order to consolidate and clarify these principles, we sorted them into six groups and assigned committee members to reformat the aggregated principles into short (1-2 sentence statements) before our next meeting:

- AUTOMATION (nos. 1, 3, 5) -- Jim
- COMMUNICATION (nos. 2, 4, 11, 16) -- Boaz
- STAFFING (nos. 6, 7, 8, 11) -- Colleen
- OPERATING (nos. 8, 9, 10, 11, 12, 12, 15, 18) -- Kate
- TRUST (no. 14; includes risk-taking and respecting others' political realities) -- Jim
- LMS (no. 17) -- Jim