

# 2013-01-22

## 2CUL TSI SC minutes for January 22, 2013

Present: Jim, Boaz, Adam, Kate, Robert (minutes), Colleen, Lois Purcell, Joan Jocson-Singh

This meeting was held using Polycom.

### **1. The 2CUL TSI Monograph Ordering Team. Discussion of concept and aims of group, developing a charge and realistic timetable, who else should we recruit for the team, etc.**

For this part of the meeting, Lois Purcell (Cornell) and Joan Jocson-Singh (Columbia, representing Matt Pavlick who could not attend) participated as the future leads of the Monograph Ordering Team.

Jim presented the proposal for the Monograph Ordering Team in its current form. This will be developed into a formal charge with the participation of the Team leads. Lois and Joan briefly described the organization of monographs acquisitions at their institutions. They agreed that the proposal seems clear to them, and that the suggested timeline seems reasonable.

Jim observed that the current point no. 8 in the proposal (Observe the "Operating Principles for Technical Services Integration") really applies to both phases of the project, not just Phase 2, and should be relocated in the final charge.

There was some initial discussion of whether CJK monographs acquisitions (handled separately at Columbia but not at Cornell) should be included in the scope of the Team. A final recommendation on that question will be left to the Team leads.

**Next steps:** Joan will report to Matt to get his feedback on the proposal and other issues discussed. Lois will set up a phone call with Matt to move forward. Lois will provide the Team with a link to Cornell's online acquisitions documentation, and Joan will determine how to share Columbia's corresponding documentation with Cornell. The Team leads will prepare a preliminary draft of the Team's charge and proposed membership based on this proposal and using a template that Jim will provide. The Steering Committee will give the Team leads access to Basecamp (or JIRA if they prefer) to track their progress.

After Joan and Lois left, the Steering Committee continued discussion of the CJK issue (and implications for other teams where scope may cross more organizational boundaries in one institution than in the other), responsibility for involving all concerned staff members in the activities of these teams, and the need for prescribed but flexible timetables to allow teams working on different timelines to cooperate effectively.

### **2. Review to-do list in Basecamp**

**Inventory of TS staff effort:** Cornell's inventory consists of the spreadsheet provided earlier and is complete. Columbia's is still in progress. Once we have two complete inventories we will use them as a baseline and not necessarily update them going forward.

**Share production statistics for fiscal year 2011-2012:** Kate will post the cataloging statistics she has and see if we can get acquisitions statistics for Columbia. Boaz will post the production statistics he has for Cornell. The scope and format of the statistics will not correspond entirely but they should be enough to give us the general overview needed for our purposes.

**Share organizational charts:** Cornell's charts are up to date and available. Columbia's are complete only for a limited number of units so far.

**Set up process for reviewing open positions/Outline process for including 2CUL in open positions:** Kate will post on the wiki the language now used in Columbia's union job postings to cover the possibility of 2CUL work. Cornell will use similar language in job postings there. Beyond that, responsibility for taking action in this area has been shifted to the new Administrative Team, so we can close this to-do.

**Review proposal for 2CUL Licensed E-Resources Interfaces Working Group:** This has been done and can be closed.

**Launch 2CUL TSI Ordering Team:** In process; we will close this to-do when the final charge has been approved and posted.

**Set up conference call and possible meeting in Seattle with reps from Denison and Kenyon:** Plans should be complete in a day or so; an initial meeting for those at ALA is already scheduled, and we know that Denison/Kenyon will be available for a conference call during our face-to-face meeting in Cornell in February.

**Prepare for 2CUL TSI panel for Cornell's Career Development Week:** We will discuss this at our face-to-face meeting in February

**Form CJKT (Chinese, Japanese, Korean, Tibetan) Team:** Responsibility for this has been shifted to the Administrative Team; our to-do can be closed.

**Language gap analysis:** Discussion postponed to our next meeting.

**HR 2CUL meeting of Admin Team and Gail Anderson and Lyndsi Prignon:** Discussion postponed to our next meeting.