2012-11-13 to 2012-11-14

Action Items and Notes From November 2012 NYC Meeting

[Updated with additional information and action items after the Nov. 19 TSI SC meeting]

1. Technology Issues:

- Next steps for the Remote Desktop Support Committee: (1) address problems experienced by Korean cataloger, (2) develop basic guidelines for new remote desktop configurations (including software and access needs), (3) set up remote desktop instances for Colleen and Jesse Koennecke, (4) set up further instances when needed
- POOF! issues: Boaz will schedule a phone call with Matt Pavlik and other players to address current Columbia issues
- [**Update, 11/19**: Boaz will check with Cornell IT about the status of possible fixes for Columbia's three outstanding POOF problems (or is this a governance issue that needs to be referred up to the 2CUL TSI Managers?). Boaz will check to see if Columbia staff can be given access to see the status of POOF Jira tickets. Kate will check with Matt about a firm adoption date for POOF at Columbia. TSI SC will discuss whether a POOF working group should be set up, possibly including Boaz and Chris from Cornell and Matt and Evelyn from Columbia.]

2. CJK Issues:

- Jim LeBlanc will talk to Xin Li and others at Cornell about the possibility of establishing a small team to review CJK staffing needs from the 2CUL perspective (including the possibility of a shared batch processing position), before getting back to Jim Cheng (probably after Thanksgiving)
- Boaz and Sarah Elman will share further information regarding CJK vendors
- Boaz will send Jim C. the Cornell contact list [**Update, 11/19**: not necessary because Kate has already forwarded the Columbia/Toronto Tibetan agreement to Jim L.; it will be shared with the group.]

3. Administrative Issues:

- Jim L. will set up phone call for Bob, Xin, Oya, Kate, and himself to further discuss funding issues, including the best use of Mellon money and models for internal reimbursements for 2CUL work and FTE "barter" (They might take a look at the OCLC contract services info.) They will also discuss a plan for looking at staff vacancies from a 2CUL perspective.

4. Licensed E-Resources Interfaces Working Group

- The TSI Steering Committee will sponsor this group
- Adam, Colleen and the rest of the team will review the charge, submit a revised version to the Steering Committee for further discussion, and serve as liaisons to the TSI SC following the group's launch
- [**Update, 11/19**: Sarah Witte will be the Columbia representative on this group. She and Colleen have already sent a revised draft charge to Adam.]

5. Newly proposed workgroups

- We will appoint an ordering team to begin work in January: (1) Jim will draft a proposal for review by the SC, (2) Kate and others will identify required reading and other background material for the team, (3) when proposal is ready, SC will recruit Columbia and Cornell leads for this team, meet with them to talk about the goals of the team, and develop a charge
- Appointment of an E-resources troubleshooting team, as proposed by Joyce McDonough: (1) Colleen and/or Kate will ask Joyce for an outline of what she has in mind, (2) Jim will share the proposal with Bill Kara to solicit input before we move forward
- Boaz will share the phase one ebook task force report with TSI SG members.
- Adam will talk to Jason Kovari and John Saylor about having Alex Thurman begin to discuss web archiving in the 2CUL context. Alex will come to Cornell after the holidays.

Notes:

- Other potential working groups discussed: metadata cleanup, batch processing, ebook processing, licensing
- Operating principle: The description of the process should only go as far as it takes to determine that integration is not sensible (copy cataloging might be a example of a functional group that can do its inventory quickly).
- [**Update, 11/19**: Metadata cleanup will the be next potential working group that we will discuss.]

6. For next weekly TSI SC meeting

- Review "Glossary of Functional Terms"