

2013-11-13

2CUL TSI Steering Committee Meeting Notes, Nov. 13 2013

Present: Adam, Boaz, Jim, Kate, Robert

Time frame

We discussed whether to break Phase 2 up into shorter defined phases, or require working groups to submit formal reports at regular intervals during Phase 2, but decided instead to have regular face-to-face meetings with all the working group leads. These will be quarterly 60-90 minute Polycom meetings, and we will schedule the first after all the working groups have received their new charges.

Revised charges

We reviewed the charges including the changes Kate made yesterday, and made further minor adjustments to several of them.

Unlike the other working groups, the Electronic Resources group is preparing its own charge, and we understand that a first draft has been completed.

Upcoming meetings

We will present the revised charges to JSMIN on Thursday (tomorrow), continuing at a second meeting on Friday if necessary. The purpose of the meeting is to discuss major issues with JSMIN, not to go through a second round of point-by-point rewriting.

We will keep the Nov. 18 TSI SC meeting on the calendar in case we need to follow up on issues raised at the JSMIN meeting(s).

Once the charges are approved by JSMIN, we will present them to the working groups one by one in face-to-face meetings, meeting with two groups a week. Since this will take us into December, we will revise the start date of Phase 2 in all charges from Dec. 1 to Dec. 15.

If JSMIN approves their charges this week, Kate will invite the Non-MARC Metadata and Monograph Ordering working groups to the Nov. 25 TSI SC meeting. We will meet with the other groups in the order determined by our Cornell brainstorming session.

Liaisons

We agreed that no further changes to liaisons are necessary beyond those agreed yesterday. Including the new liaisons in the revised charges will be sufficient notification.

Chairs

We agreed on additional changes to working group chairs to achieve a better balance of Cornell/Columbia chairs.

Jim will contact all the current leads of the working groups affected to explain the changes.