LSP Governance Meeting
May 1, 2020
Attending: Michelle Ohnstad, Doug Achterman, Norman Buchwald, Jeff Karlsen, Gregg Atkins, Amy Carbonaro, Megan Kinney, Eve Miller, Aloha Sargent, Romelia Salinas, Audrey Ho, Melissa Hilbert, Steve Hunt, Monica Doman, Dan Crump, John Taylor, Cheryl Cruse, Lauren Saslow, Jennifer Colemen, Monika Chavez, Evelyn Lord, Erin Daniels, Sara Casetti, Leslie Tirapelle, James Wiser, Donna Reed, Amy Beadle

Minutes: Donna Reed

Presentation - Customer Enablement/Knowledge Acceleration Program - Audrey Ho
- ● Reviewed path thus far
- ● Enablement phase is after the STS (database) Ongoing Support
  - ○ This phase helps customers start to gain confidence, knowledge
  - ○ Realize value and optimize workflows - moving beyond day 1 state
  - ○ See deck of slides or recording
- ● Knowledge acceleration program * brand new service
  - ○ Series of live webinar trainings - by invitation only
  - ○ No additional fee - focused topics - 5 tracks - real use case scenarios
  - ○ Active q&a component
- ● Premier 1-1 services - as option - this is a premium service
  - ○ Can contract for this - there is a charge - at institution or consortium level
- ● What can we expect
  - ○ Will have 6-8 webinars with detailed agendas
  - ○ Timing: Looking at Fridays, starting the second week of September
  - ○ ACTION: Finalize the new timeline
  - ○ ACTION: Get feedback from working groups about what sticking points are
  - ○ ACTION: Continue working on the webinar design

REPORTS

Approval of April 3, 2020 Minutes - Doug Achterman - approved

Project Update - Amy Beadle
- ● Reclamation project (files being accepted by the OCLC)
  - ○ 24 have sent data files - 17 have received responses - a few needed work
  - ○ 49 more scheduled in next 2 weeks
  - ○ 19 declined
  - ○ Network zone manager finalizing communication
  - ○ Error reporting is low
  - ○ Participation is encouraged, not mandated
- ● Leganto - course reading product
  - ○ This is included in full funding request

- - If an individual college contracts before statewide funding, they will get a credit and refund
  - There will be a webinar in May 12 at 2:00
  - There has been some interest
  - Right now, you have to commit by June but can pay later in the next fiscal year

Ongoing Funding Update - Gregg Atkins
- Budgeting process has been up-ended due to the COVID closure
- State adopting a placeholder budget (May revise) but all agencies are rethinking and resubmitting priorities - focusing on priorities that help hold harmless and focus on online services
- It is still looking good for the project
- CCL is going to ask for one more round of letter writing
- The State Academic Senate sent out a letter
- There were a couple of versions of the letter - Use this version: https://docs.google.com/document/d/1nU1zejMUebr4uvRcmjBcq4E8FK1Ksp_AyEq-E0Ktg04/edit , https://cclibrarians.org/sites/default/files/Advocacy/final_joint_ccc_letter_on_budget_priorities_april2020_.pdf
- ACTION: Thank folks who endorsed the recommendation

ELUNA/NERS Update - Eve Miller/Lauren Saslow
- Project Leads got an email letting them know that voting was available
- Reached out to folks -- need results by next Monday so we can do the consortial vote by May 10
- No conference this year
- The Alma list is long and has lots of duplication
- Note: ""The ELUNA Steering Committee continues in planning for an Annual Meeting online. We have selected 21 hours of content, which will be offered via 7 free webinar sessions across several weeks during the summer. Sessions will be available on demand, as well. Sessions, schedule, and registration information will be made available by the end of May.

Work Group Membership - Amy Carbonaro
- The Amy's have been talking with the ASCCC about appointments for the next academic year
- ASCCC has agreed to extend a third year to a handful of individuals - 16 names have been forwarded for approval and a call has been put in for new members
- There is a lot of interest
- Date to complete interest survey: May 29, 2020
- Action: Doug A. and Leslie T. will get the word out about the survey

NEW BUSINESS
Central Discovery Index (CDI) - Norman Buchwald ● Enablement Date - May 3, 2020

- Important: See the CDI webinar
- Now are more comfortable with an earlier switchover date
- Switchover will be first week of June - about a month after enablement - this is earlier than expected
- ACTION: Set exact date
- Look at the documentation on the wiki site - and updated index list
- Motion to approve the workgroup recommendation regarding the switchover date: Gregg Atkins second Evelyn Lord
    - Discussion: may need some flexibility around the exact day
    - Friendly amendment: approve any day during the first week of June
    - Unanimous

Alternative Cost Formulas - Amy Beadle ● FTES Based Subscription Options
- There have been a lot of questions about the original numbers
- Original numbers has some issues
- Amy B. switched from annual to fall enrollment
- Institutions that are acting together as one institution (LA) - get a discount because they are doing internal administration - 10%
- A lot of vendors are keeping the cost the same next year because of COVID
- Keep in mind, this matters if we don't get ongoing funding
- See the chart that Amy B. provided
- Amy's recommendations
    - Don't need to make a recommendation today. Only need to be able to pivot quickly if we don't get funding
    - As of June 30, if there is no funding for administrative
    - Between now and June meeting - we'll have a better idea of the situation
    - Approve the concept as a worse case scenario only so we'll have something to share
    - Recognition: thank you Amy for this work
    - Motion: John, Gregg - unanimous
- ACTION: work on wording around recommendation

Cataloging workgroup - Monica Doman
- Approved 5 policies and best practices
- Will be posted on the wiki
- Discussed process for updating policies that change due to a recommendation from the field
    - Policy revisions need to get posted by going out to the field for comment
- ACTION: after reclamation, update/post impact to the network zone - overlay process

Circulation Workgroup - Sara Casetti
- Attention to establishing best practices relating to suspension of services post COVID
- Looked at letters, notices, requests… there was overlap with discovery and cataloging
- The document has been shared out for broader input

- Seeking feedback and discussion about whether to seek approval and how to disseminate
    - No approval needed because it is best practices
    - Excellent work / good checklist - kudos and thank you
    - Suggestion: Invite others to contribute to it
    - Suggestion: Look at resources around how to sanitize items

Systems Workgroup - Steve Hunt
- Planning a webinar
- Working on a data and privacy document

Discovery - Aloha Sargent
- Focused on improvements to user experience
- Been receiving reports from the field about issues with relevance ranking - trying to test and report issues
- Will send an email out to listservs suggesting configuration refinements that might improve relevance.
- Working collectively on this is a bonus
- Looking at algorithmic bias in Primo VE - send Aloha suggestions
- Suggestion: Test after CDI is implemented

Analytics - Jeff Karlsen
- Working on start to finish guide for setting up COUNTER reports in Alma
- Have to do some set up in the Acquisitions
- Guide to IPEDS project!
    - Trying to get that ready for the summer so it can be done soon after July 1

Electronic Resources and Access - Norman Buchwald
- Still working on policies, procedures and recommendations
- Next goal: work things out as a group before the June meeting
- Some recommendations are coming from the CSUs - their policies were lifted from Orbis Cascade and could still need work.

Next meetings:
June 5, 2020, 10:00 am - 1:00 pm (Webinar)
June 29-30, 2020, (Online Annual Retreat)
September 4, 2020 10:00 am - 1:00 pm (Webinar)
October 2, 2020, 10:00 am - 1:00 pm (Webinar)
 November 6, 2020, 10:00 am - 1:00 pm (Webinar)
December 4, 2020, 10:00 am - 1:00 pm (Webinar)
February 5, 2021, 10:00 am - 1:00 pm (Webinar)
March 5, 2021, 10:00 am - 1:00 pm (Webinar)
April 2, 2021, 10:00 am - 1:00 pm (Webinar)
May 7, 2021, 10:00 am - 1:00 pm (Webinar)

June 4, 2021, 10:00 am - 1:00 pm (Webinar)