Metadata Policy, Strategy, Use and Sharing Advisory Group (MUSAG)
October 28, 2016

Present:
    Timothy Cole (co-chair, primary recorder)
    Kristina Eden
    Valerie Glenn
    Todd Grappone (co-chair)
    Patti Martin
    Shana McDonald
    Angelina Zaytsev

Agenda

1. Agenda Review
2. Progress on Environmental Scan
   a. New pages for HTRC
   b. Drafting the conclusion/Summary & Next Steps
   c. Other revisions needed?
   d. Schedule for final draft?
3. Metadata Use Policy team update
4. Review of MUSAG charge and roster updates
5. Meeting Schedule going forward
6. PSC, ZAG, and other meeting updates

Action Items:

- All: Continue to review and comment on Environmental Scan document
- Chairs: Contact Steven Folsom to see if he wants to continue on MUSAG
- All: Send suggestions for new members to Chairs by no later than 11 November

1. Agenda Review
   No changes.

2. Progress on Environmental Scan

For current draft of Environmental Scan please see:
https://docs.google.com/document/d/1m9YSurPeCl6LTgGY6wQIkaERN68h6B6WPU3kd74SwoQ/edit# (requires login to view and edit)

Angelina reported that the more straightforward comments and editorial suggestions since last draft have been addressed and resolved. Larger changes (e.g., updates to pages dealing with HTRC, rename current exec summary to introduction and rename key points section to exec summary, etc.) are still being worked on.
The Group discussed at some length how the conclusion section should be structured and whether / what sort of recommendations should be included in the Scan. Consensus emerged that rather than try to recommend and prioritize specific changes in the HathiTrust metadata ecosystem in the Scan document itself, the sub-group should focus on making the Scan a foundation for decision-making in coming years and on defining and describing the process by which the opportunities (and challenges) identified in the Scan would be prioritized and addressed by appropriate groups within HathiTrust. Scan conclusion should say that MUSAG (and other groups within HathiTrust) will use this as a foundation for policies and recommendations, and that there needs to be coordination in this process to make sure we don’t work as cross-purposes. MUSAG and the Chairs of MUSAG should take the lead in coordinating this process.

The existing sub-group will continue with systematic edits, but the whole of MUSAG should continue to contribute by adding to the Google Doc, helping especially with ideas for the introduction and conclusion. Given resource scarcity between now and HathiTrust Users meeting and looming holiday schedules, Target is to complete and publish the Scan by January 1. We will check in on progress during upcoming MUSAG meetings.

Angelina will be responsible for updating numbers in the Scan as of November 1, and they will be frozen with those values.

3. Metadata Use Policy team update

Patti reported that the team has been reconstituted and now consists of Patti, Tim, Kathryn Stine (ZAG), John Mark Ockerbloom (ZAG), and Sandra McIntyre (HathiTrust)

Team will meet (virtually) next on November 2nd.

Policy needs to be about what HathiTrust can do with the metadata to meet user needs. Policy should open doors and answer questions, and ultimately help to make HathiTrust as available and useful to users as possible.

Initial goal is to have draft for review during first quarter 2017; will try to move as quickly as possible.

Patti indicated that all ideas, concerns, etc. are welcome and urged all on the call to email these to the MUSAG list for discussion.

4. Review of MUSAG membership and charge

Marty Kurth is no longer a member; Chairs need to contact Steve Folsom to see if wants to continue on the Group (he has changed institutions since initial appointment).
Suggestions of who might be recruited to replace Marty and possibly Steve should be sent to co-chairs by no later than 11 November (earlier better).

5. Next meeting & meeting schedule (including scribe schedule) going forward

Future meetings will be held 3rd Friday each month at 12 noon Eastern / 11 AM Central / 9 AM Pacific. HT ReadyTalk line used for this call has been reserved for next 6.

6. PSC, ZAG, and other meeting updates

Angelina briefed the group on recent meeting of the Quality Assessment Group. Todd and Tim briefed the group on recent ZAG meeting; Chairs will share link to Zephir Q4 roadmap (check email).

7. Any Other Business
None.

8. Adjourn