1. Archivematica – See attachments
   - Walker visited MT to discuss the Archivematica (https://www.archivematica.org/en/) pilot proposal. The proposal is for a 3 month pilot. He’s advocating for Archivematica because it is strictly an internal management system. It was designed from ground up to be compliant with Open Archival Information System (OAIS). It is open source, so there are no proprietary issues.
   - MT recommended that we move forward with the proposal. ExCom will discuss the proposal in a future meeting.
   - Archivematica would allow us to manage and preserve all varieties of digital materials. It will help us provide digital management and long-term administration of our content (SPA, purchases (GIS), anything we digitize, CU Scholar, items from the History Museum, Law Library, etc.) could be managed through this middle layer. Archivematica would exist between storage and access points. This layer is not an access point to digital content.
   - The software will allow us to perform a series of standards based, professional level actions on our content – including preservation metadata, file format migrations, color profile, technical information, provenance information and chain of custody, file format migrations and identifications, as well as logging every change made to the digital content so it will create a chronological log and audit of content regardless of storage location.
   - Overarching strategy is to have a unified management layer that is agnostic toward storage and access. This will allow us to provide preservation and standards based administrative and preservation management for any kind of materials across any access systems and storage infrastructures. The product gives us flexibility for future layouts.
   - Fits into long term, flexible plan.
   - OIT, Research Computing, and the Law Library are all potential partners for the pilot.
   - Since access isn’t Archivematica’s purview, it is to their advantage to work with as many access programs as possible, which will provide us with flexibility into the future.

2. Update on ExCom departmental meetings and strategic plan suggestions
   ExCom shared information gleaned from the departmental meetings and briefly discussed strategic plan suggestions they’ve received thus far. Departments who have yet to meet with ExCom will do so in December. Once again, thank you for your input!

3. Inclusive Excellence
   Campus has asked us to define for the Libraries what inclusive excellence looks like and means for us. This will take place at all levels of the organization. MT went through a brief exercise to define what “inclusive” and “excellence” mean for our organization. Department directors will host conversations and gather your input to help define Inclusive Excellence for our organization in the near future. Stay tuned for more information from your department director.

4. Announcements and updates
a. Helping Hands – please purchase Helping Hands tickets from Ilene Raynes or Laura Wright through 11 a.m. on 11/19.

b. Our new Head of ILL Borrowing, Carol Siu, will start on December 1.

c. Steven Brown, the new E-resources Access Manager will join us on December 21.

5. Dean’s update
   • MT will review ARL’s strategic initiatives for the upcoming year to see if we see the University Libraries in the plan during the December 1 meeting.

Upcoming meetings

December 1 - Cross training between departments, Revisit “Libraries” Singular or Plural?,

December 15 – ARL Strategic Priorities

Future Meetings – Strategic Planning Process Debrief with Susan Skjei, ARL Strategic Priorities, are we using PASCAL to its potential? Grants review team, invite Advancement, differentiated roles held by faculty and staff, Gifts and Grants Discussion with April from OCG and/or Sponsored Programs Administration, Working Group member cycle replacement

Management team minutes are available online:  http://ucblibraries.colorado.edu/adminservices/management/index.htm

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