Core Metadata and Collections Section
Subject Analysis Committee
2021 Annual Conference
July 23rd, 2021
12:00pm - 2:00pm CDT

Members present: Brian Stearns (chair), Candy Riley, Violet Fox, Iman Dagher, Karla Jurgemeyer, Calli Neumann, Thomas Whittaker, Rose Krause, Amanda Ros (liaison to CC:DA),Deborah Rose-Lefmann, Margaret Joyce (associate member), Adrian Williams (associate member)

Liaisons present: : Rebecca Belford (Music Library Association), Annie Wolfe (Library and Archives Canada), Heidy Berthoud (FAST Policy and Outreach Committee), Cate Kellett (American Association of Law Libraries), Michele Zwierski (Dewey Decimal Classification and OCLC Dewey Services), Caroline Saccucci (Library of Congress Dewey Program), Adam Schiff (MARC Advisory Committee), Stacey Devine (Library of Congress Children's and Young Adults' Cataloging Program), Sherman Clarke (Art Libraries Society of North America), Judy Jeng (International Federation of Library Associations and Institutions), Scott Dutkiewicz (Online Audiovisual Catalogers, Inc.), Janis Young (Library of Congress Policy, Training, and Cooperative Programs Division), Paul Frank (IPCC Subject Authority Cooperative Program), Robert Bremer (OCLC) Casey Mullin (Subcommittee on Faceted Vocabularies)

Liaisons absent: Jonathan Ward (Getty Vocabulary Program), Barbara Bushman (National Library of Medicine)

2.1   Welcome and introduction of members and guests

2.2   Continuation of discussion from previous session

2.3   New Business

2.4   Open Discussion/Announcements

2.4a   Regarding meeting scheduling and term lengths
        At Midwinter it was discussed that a working group would be
        established to investigate how often the Committee should meet,
        whether those meetings should be held in-person or virtually, how
        those meetings should be structured, etc. There was also the
        question of how to use ALA Connect when only members could
        use it.

        Candy supported there being three meetings scheduled.
        Janis suggested that the scheduling communications occur further
        out from the meeting so that there's more time for attendees to

find time on their calendars, especially with Annual happening during the summer.

Brian: Regarding the working group, they could also help decide on and keep track of the timing of these meetings.

Jenny Levine (CORE) reminded SAC that there would no longer be a Midwinter to hold SAC meeting schedules to, and so there can be greater flexibility of when those meetings occur.

Amanda noted that when SAC has new members or liaisons joining, it would be helpful to have a set date/time for those new people to have in their minds.

John Myers (guest) echoed above sentiments, and asked if, given CORE's Interest Group week happening next week, if there is validity in having a CORE committees week so that there's consistent expectation for all committees to hold their meetings during the same set time each year.

Rose Krause is convening this working group on meeting scheduling and participation, and asked that those interested in participating contact her directly. Rose asked Brian what he imagined in regards to cross-committee collaboration. Brian meant that because SAC, CC:DA, and MAC are big committees, we might all have similar needs and processes, and so did not see the need in there being unnecessary redundancy.

Jenny Levine agreed with the consensus on cross-committee communication. Prior to the forming of CORE, the Metadata and Collections section had the most communication and engagement between committees. If the Metadata and Collections Section wanted to have a meeting week it could be done, though because of staffing limitations CORE would not be able to do that for every section. Jenny further suggested that SAC avoid trying to have a meeting week in September and the latter half of October.

Rose asked if the SAC meetings working group could contact Jenny directly with a list of questions later on, and Jenny acquiesced to this.

Rose asked if coordinating speakers and presentations was still within the scope of this committee, and Jenny answered that it was, and that CORE would help market meetings if told about them.

Brian noted prior discussions on establishing guidelines for working groups and task forces. Some of this prior discussion has been in regards to term length, how liaisons are appointed, what

programs we want liaisons from, the role of the chair and of associate members. There isn't a lot written down, but rather a lot of inherited knowledge.

Regarding term limits and the SAC roster, Margaret pointed to [ALA Bylaws Section 2 Standing Committees](#) which state: "Unless otherwise recommended by the Committee on Organization and approved by the Council, members of standing committees shall be appointed for terms of two years, and may be reappointed for a second but not a third consecutive term; but in no case shall a person serve on a committee for more than four consecutive years. Appointments shall be made in such manner as to provide continuity in membership."

2.4b   Regarding the roster on ALA's website
Violet pointed out that the end dates for several people on the ALA website's roster are not consistent with what they actually are. She wanted to make sure that those on the roster who aren't actually rotating off of the Committee won't be kicked off of ALA Connect. Brian noted another issue related to that, which is that some liaisons were recently offered appointments onto the Committee as members. He clarified that liaisons are not members of SAC, cannot be both liaisons and members at the same time, and cannot vote on SAC decisions.
Cate Kellett asked if these accidental appointments have made it so that SAC doesn't actually have enough members. Brian is not certain where member numbers sit currently given this confusion. Filling committee appointments is done at the section level by section leadership. CORE section leadership then sends the list of new members to the chair.
Janis commented that it was her impression that liaisons remained liaisons until their host institution decided they weren't anymore. Ending dates for liaisons isn't a CORE decision, but rather a decision of the liaison's institution.
Jenny Levine told SAC that the matter is a programming issue in that an end date of some sort has to be entered. A far away date can be entered, and SAC can notify CORE when a member's/liaison's actual end date is arriving. Margaret suggested that all liaison dates be set to the same date, so that those dates could be extended in batch.
Candy wanted to clarify which members/liaisons are staggering off of the committee vs. what is on the roster.
Brian asked that liaisons put their actual end dates in the chat or otherwise communicate them to Brian directly.

2.4c   LC-sponsored projects
Candy asked Janis still sought SAC's participation in the multiples, tentative list feedback, and author numbers projects.
Janis says that SAC's participation in these projects has been incredibly helpful, the comments on the tentative lists especially. Janis hopes the Committee will continue to keep providing comments on these lists. Technical comments are appreciated, but there tend to be little to no comments regarding politically or culturally sensitive headings. Janis welcomes an increase of comments on those sensitive headings. PCC also appreciates citations that the proposer didn't cite that can add evidence to that proposed heading. Kalan Knudson Davis (guest) asked if there was a way to provide feedback on tentative lists anonymously. Janis answered that feedback is delivered through email, and so unless one is having someone else email on their behalf it won't be anonymous.

Janis explained some of the revision process. If comments agree with what PCC had decided then there's no discussion. If there's discourse, then that discussion is brought to the Friday meeting, wherein the leader of that list compiles all comments on the proposal onto the preview of list issues, that preview goes out to all meeting attendees, and gets discussed. It's an open meeting which occurs on the Friday before the 3rd Monday of each month at 9:30am EST. Those who would like to attend can contact Janis to get that meeting information. It tends to be that if a subject heading proposal is a DEI issue, then PCC would like comments on it in order to get a broader viewpoint on it. Judith noted that in the not distant future the tentative list meeting will be publicized, and that she'll send a message to SAC when this occurs. Candy stated that if there are people who would like to comment on the tentative list anonymously, then they can email their comments to her and she'll forward them along.

For the multiples project, it's work that PCC would have to do if SAC weren't helping with it, and so it's been quite helpful. She will get participants of that project more spreadsheets in time. She encouraged more people to participate, and said that she would set up training sessions for new participants in the fall. Candy will send out a message to everyone about joining this project. Brian suggested that there be a couple of people who are in charge of reminding SAC about these projects and recruiting new participants onto these projects.

Regarding the literary author projects, it was a project for working from home, and now Janis/PCC isn't quite sure where to go with it now and is soliciting opinions. Janis encouraged project participants to finish up what remains of their spreadsheets and send them back to Janis. From there discussions will be had on how to move forward. Janis asked if after this project's hiatus, would SAC still be interested in participating in it. If so, Janis wil notify SAC when it is active again. The consensus was yes, those who have participated in this project would still be interested.

2.4d   Regarding SAC incoming chair and vice chair
Brian reminded members that there's been difficulty in finding an incoming chair SAC. At the section level there hasn't been much engagement on this matter, and so Brian has been asking former chairs if they would be interested in serving again. If he cannot find a new chair then it will be the section leader's responsibility to do so. A chair/vice chair structure would lend itself to the cleanest division of labor, and would also build in succession.

2.4e   Announcements
Deborah announced that Rosemary Groenwald ran for library board in Mount Prospect, Illinois and was elected.

2.5   Adjournment
Meeting adjourned by chair.