Future of Subject Analysis Committee

With the shift to meeting annually rather than biannually, there was discussion about the purpose and work of the committee. This caused us to have a nearly two-hour brainstorming session about what current committee members want the S.A.C. to be.

Some of the general comments that were made include that the S.A.C. has become a forum for hearing reports, with substantive work happening within subcommittees rather than within the committee as a whole, and that the S.A.C. is a working committee so that all members should be prepared to actively participate. There was consensus among committee members that there is a desire to be more active.

For future years, there will be an expectation that new members will identify which subcommittee on which they are interested in serving or will be appointed to a subcommittee.

The brainstorming session achieved concrete decisions:
- We will review the monthly Tentative Subject List of proposed changes to L.C. controlled vocabularies and classification, using our individual expertise and our collective knowledge of subject headings, and provide comments.
  - Who: This will be considered core work of the committee. Lisa will collocate comments (including setting a deadline for responses and alerting members to proposals that may especially be of interest). Chair or designate will submit comments to L.C.
  - When: Monthly, as a pilot project until Annual Conference.
- We will have a virtual meeting to consider logistics (including required technology and encouraging and managing discussion). Topic will be determined, though the medium will be as important as the message.
  - Who: All. Chair and interns will set up meeting.
  - When: May (tentative).
- We will establish a working group to respond to the Code of Ethics for Catalogers.
  - Who: Chair will solicit participation from all members.
  - When: February (tentative).
- We will create a brief report on our experience having a hybrid in-person and virtual meeting to be shared as appropriate with ALCTS.
  - Who: Interns will solicit feedback from attendees and will draft report. Chair will share report with interested parties.
  - When: March.
- We will encourage creators of controlled vocabularies to consider the S.A.C. as a resource for reviewing proposals or for assisting with preparation or research for significant changes (for example, when considering a terminology change that will affect many subject headings and therefore needs justification),
  - Who: Liaisons will inform their organizations that we want to work with them and will consider all requests for assistance.
  - When: As appropriate.

- We will contact Library of Congress to indicate our desire to work collaboratively with them by assisting them how they think would be most beneficial.
  - Who: Chair.
  - When: February.
- We will continue to host a presentation, possibly with a focus on practical aspects of subject cataloguing. We will try to decouple, at least in the Scheduler, the presentation from the business meeting following to encourage greater attendance.
  - Who: Karla volunteered to find a speaker for Annual Conference 2020 and Daniel offered to be the speaker with a topic on "aboutness of resources". Chair will contact ALCTS about possibility of hosting a separate presentation or about having the presentation listed separately in the Scheduler.
  - When: February.
- We will contact OCLC to indicate willingness to participate in their revamped Expert Cataloging Community Sharing Session with a presentation.
  - Who: Chair.
  - When: February.
- We will create task groups to develop workflows for new work that we are undertaking, with a consideration of whether their work becomes core Committee work or is for subcommittees.
  - Who: Chair.
  - When: February, with review at Annual Conference.
- We will develop a "position description" for membership on the Committee.
  - Who: Chair.
  - When: Before Annual Conference.

Proposed Task Groups:
- Presentations and Research (2 members): Responsible for identifying and inviting potential speakers for our presentation. Also responsible for identifying relevant scholarly literature related to subject analysis and compiling a bibliography.
- Training (2-3 members): Responsible for identifying training needs regarding subject analysis for broader cataloguing community; identifying whether external expertise is necessary and soliciting it; liaising with external committees to prevent duplication; sending to the committee as a whole for work; providing and monitoring deadlines for feedback; finalizing documentation; sharing training with the broader cataloguing community.
- Consulting Coordination (2-3 members): Responsible for receiving requests for S.A.C. review of proposed work or assistance with developing rationales and research for proposed work; prioritizing this work; sending to the committee as a whole for work; providing and monitoring deadlines for feedback; liaising with requester.
- L.C. List Coordination (1 member): Responsible for monitoring when L.C. distributes tentative lists of subject headings, genre/form headings, medium of performance terms, and classification to ensure they are distributed to the Committee; providing and monitoring deadlines for feedback; compiling feedback and sharing with Chair.