**VALE OLS Steering Committee**

**AGENDA: October 31, 2011**

**9:30 to 11:30**

**Tech Services Bldg, Rutgers**

I. Call to order

II. Minutes/Membership

 A. Recorder: Yang (Next time: Grace Agnew)

 B. Membership changes: Welcome to Alyssa Valenti (RVCC) and Mary Marks (FDU)

 C. Approval of 9/19/11 draft minutes

III. Meeting Dates: No new business

IV. Implementation Task Force (VOIT) Update

 A. Update from Kurt Wagner, Chair

V. Steering Committee Tasks

 A. Update on charges to VALE committees

 B. Communications Plan

 1. Draft of Plan---Stamatopoulos, Frackowski and O’Shea

 2. Progress reports posted to OLS section on main webpage

 3. User Conference plans: 3 sessions (VOIT, VOSC and panel of committee members from Reference Services, Resource Sharing, Cooperative Collection Management and Bibliographic Control and Metadata)

 C. OLS Name Competition

 1. VOLT not available for use

 2. Next steps?

 D. Project Charter: In progress

VI. Other New Business

 A. Progress on the business plan

 B. Development of an “elevator speech” to precisely and concisely describe what the OLS will do for us; articulate what the “transformative” user experience will be/should be

VII. Review of assignments; adjournment