**Metadata Subcommittee**

May 12, 2010

Present on call:

Mary Ann O'Daniel, FCLA

Susan Massey, UNF

Saiyed Ahmad, FAMU

Yue Li, FSU

Catherine Gardner, FGCU

Brian Falato, USF

Kimberly Montgomery, UCF

Agenda

1. Finalize the charge.
2. Compile a substantive list of action items.

During the meeting the group confirmed changes to the charge that had been discussed in April. The revised charge expands the group's scope beyond electronic/digital resources. We also finalized the action plan, which now has six activities.

After the call, Kim sent out the revised charge and the revised action plan. Because she needed to present the revised charge and action plan to the TSPC on the next day, she asked that comments should be posted to the listserv as soon as possible.

Attached are the charge and action plan created during the call and as revised by listserv communications afterward. [Editor's note: During their meeting, the TSPC suggested other revisions. The approved charge and action plan are posted on the CSUL web site.]