Summary and Background

Common Knowledge Groups (CKGs) are standing groups of experts or pioneers in areas of interest to the University of California Libraries (UCL). The intention of CKGs is to foster innovation by providing a venue for staff across campuses and from various levels to exchange ideas and collaborate on systemwide initiatives at the “Service Envisioning” stage. At this stage, new ideas are being generated for new services or improvements to existing services. The environment of CKGs will be one of open communication and meetings.

Although CKGs communicate with and provide support to the UCL Advisory Structure, they do not report to groups within the Advisory Structure. CKGs are not intended to make systemwide policy decisions. The Coordinating Committee (CC) provides broad oversight for the CKGs, their registration process, the template for establishing a CKG charter and the proposal assessment process.

CKGs write their own charters following the Coordinating Committee’s template in Appendix 1 and according to the guidelines in this document. Campuses and CDL have the responsibility to determine whether and how they will participate in the CKGs.

Key Responsibilities

1. Gather and share information about the environment, project opportunities, new technologies or practices, and local campus developments within a defined knowledge area.
2. Receive and discuss ideas from various UC constituents, assessing potential for new Systemwide services and/or service improvements.
3. Communicate and respond to queries and requests received from relevant SAGs.
4. Maintain an email list for use by the CKG which is open to all interested UCL staff, regardless of their membership in the CKG.
5. Each CKG posts and maintains a historical record of meeting minutes and reports.
6. Suggestions for developing new ideas, services, or for improving existing operations, services, or practices should be sent to the relevant UCL Advisory Structure Strategic Action Group(s) (SAG) according to the Project Proposal template in Appendix 2.
7. CKGs shall send an annual report to the Coordinating Committee detailing their activities during the past fiscal year.

Membership & Terms of Appointment

- At least six of ten campuses and/or the CDL must be represented for a CKG to be formed.
- Participation is encouraged by all staff members regardless of job title.
- The CKG chair is determined by the CKG membership; chair and member term-lengths (if any) are determined by the membership and documented in the CKG charter.
- Upon establishing a new CKG, a call for members should be made to help ensure that all interested persons are notified and have the opportunity to participate. The Coordinating Committee will facilitate the distribution of the call.
Creation of CKGs

Any group of subject matter experts or pioneers wishing to investigate or pursue areas of interest to the University of California Libraries may propose the creation of a CKG. In order to create a CKG, its founding members shall:

- Verify on the UC Libraries Advisory Structure website that the above-mentioned knowledge area is not covered and it does not overlap significantly with a knowledge area of any other CKG.
- Identify staff from at least six of the ten UC campuses and the CDL with expertise and/or significant interest in that knowledge area, willing to serve on a CKG.
- Ensure that all the staff interested to serve on the CKG have campus approval and received permission from their supervisors to serve on a system-wide group.

**Submission Process**

- Register and submit a CKG Charter using the template provided in Appendix 1 via email to CCC-L@ucop.edu
- The submitted CKG Charter Template will be reviewed by the Coordinating Committee and the decision to authorize the group will be provided to the submitter
- All submissions will be reviewed within one-month of registration

If the Coordinating Committee identifies significant overlap with the knowledge area of an existing CKG and/or a SAG or if the Coordinating Committee determines the proposed CKG knowledge area is not aligned with the strategic vision of the UC Libraries it may not approve formation of the CKG.

Disbanding of CKGs

Upon review, a Common Knowledge Group can be disbanded at the request/suggestion of the CKG or CC.

Meetings

In order to serve the UCL, CKGs must be active. At minimum, CKGs should have conference calls on a quarterly basis.
Appendix 1

Common Knowledge Group Charter Template

1. Summary and Background

<CKG name> is a standing group of experts and pioneers in the area of <knowledge area>. <CKG name> communicates with and provides support to the UCL Advisory Structure, but it is not a decision-making body.

2. Scope of work

<Define the knowledge area that the CKG is covering; list the fields that although are closely associated with specified knowledge area, will not be subjects of the activity of this CKG>

3. Key Responsibilities

<CKG name> key responsibilities are to:

- Respond to queries and requests received from the SAGs
- Gather and share information about environment, project opportunities, new technologies or practices, and local campus developments within the area of <knowledge area>
- Receive ideas from various UC constituents, discuss them and assess potential for new Systemwide services and/or service improvements
- Conceive and advance innovative ideas, services, and/or improvements relevant to the University of California Libraries Systemwide Plan and Priorities
- <any other responsibilities as deemed needed for the <knowledge area> in the limits of the guidelines>

4. Membership and Terms of Appointment

<List of current members, following the CKG guidelines and subject to resource availability for each campus and CDL>

<Term-length for the CKG members>

<Term-length for the chair of the group>

5. Communication responsibilities

<CKG name> communication responsibilities are to:

- Communicate directly with and receive communications from <list of SAGs whose functional areas correspond to the CKG’s knowledge area>
- Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure
- Send suggestions to develop new ideas, services, or to improve existing operations, services, or practices to <list of SAGs whose functional areas correspond to the CKG’s knowledge area> as
Project Proposals following the template in Appendix 2 of the Guidelines for Common Knowledge Groups (CKGs)

6. Meetings

The CKG meets at least quarterly, with irregular communication via an established email list.
Appendix 2

[New Service/Service Enhancement] Project Proposal Template

1. Project Name
   <Descriptive name of project>  <version of document>  <date of current version>

2. Project Description and Goals
   <What the project is and what intends to achieve>

3. Target Audience
   <What functional areas of the organization are the clients and the beneficiaries of the project implementation>

4. The Problem
   <The existing problem(s) the project is trying to solve>

5. Solution and Alternatives
   <Description of the technical solution; other alternatives to the proposed technical solution>

6. Benefits
   <Description of the benefits of the project and its implications for UC Libraries>

7. Assumptions
   <Assumptions about costs, resources and background>

8. Project Risks
   <List of risks and their implications for the project>

9. Time and Costs
   <Ballpark estimate of project duration; ballpark estimate of the project cost>