

University of California Council of University Librarians (CoUL)

Actions/Decisions for the Website
October 26, 2017 (2 – 4 pm)

Chair: Steve Mandeville-Gamble
Note Taker: Danielle Westbrook

Members in attendance:

Jeffrey MacKie-Mason (UCB)	Virginia (Ginny) Steel (UCLA)	Tammy Dearie (UCSD)	M. Elizabeth Cowell (UCSC)
MacKenzie Smith (UCD)	Haipeng Li (UCM)	Chris Shaffer (UCSF)	Günter Waibel (CDL)
Lorelei Tanji (UCI)	Steve Mandeville-Gamble (UCR)	Alan Grosenheider (UCSB)	

Regrets: N/A

Staff: Danielle Westbrook (CDL)

Agenda Item	Time	Duration	Responsible
1. Planning for CoUL's meetings with Provost Brown and President Napolitano	2:00 – 2:35	00:35	SM-G

Decision: A briefing document will be prepared for President Napolitano, providing updates on: collections/the collections ask; NRLF4; and open access. Each update will be approx. 1 page in length, and will summarize the item's status and any changes since CoUL spoke with the President in April.

Action: Günter Waibel will write the draft collections/collections ask briefing.

Action: Jeffrey MacKie-Mason will write the draft NRLF4 briefing.

Action: Steve Mandeville-Gamble will write the draft open access briefing.

Action: Danielle Westbrook will determine when documents should be sent to the President. She'll also confirm whether the Vice Provost and Provost want to review the documents before they're sent to the President (and if yes, how much time they'll need).

Decision: Three additional documents will be prepared for the President, providing an overview of: the Systemwide ILS investigation; current fundraising and grant initiatives; and the ways in which libraries dynamically use space for teaching, learning and student success (companion to the Vision document shared with the President last spring).

Action: Elizabeth Cowell, Ginny Steel, Tammy Dearie, MacKie-Mason and Alan Grosenheider will write the draft document on library space as a valuable academic asset.

Action: Mandeville-Gamble and Haipeng Li will write a one-page draft document on fundraising and grants.

Action: Determine who should write the systemwide ILS draft document.

Decision: If the meeting with the President is in February, CoUL should review draft documents in December.

Action: Waibel will share the Major Projects and Initiatives documentation with CoUL.

2. Systemwide ILS working group - Review the nominees and proposed slate	2:35 – 2:55	00:20	MS, GW, CS
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Decision: Though CoUL prefers a two-year commitment, CoUL will accept nominees that can only commit for phase 2 of the SILS investigation.

Decision: CoUL members will have a week to review the proposed roster with their leadership teams. CoUL members will also consider and send nominees for the collections expert position. Endorsement will occur via email.

Action: Westbrook and MacKenzie Smith will revise the working group charge to note that while a two-year commitment is preferred, some working group members may commit to the project for phase 2 or 3 only. The roster and charge will be reviewed at the end of phase 2.

Action: Westbrook will send a draft all-staff communication, re: the systemwide ILS investigation and working group, to CoUL for review.

3. UC Libraries/UCOP annual statistics - Overview of what is currently collected and how it is used. - Discussion about what UC needs to collect and why.	2:55 – 3:40	00:45	TD, DW
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Decision: CoUL supports waiting to see what the new ARL statistics model looks like, and in the meantime will explore which data points are no longer required by UCOP.

Action: Westbrook will work with the OP Budget and Risk Management offices to determine which data points are required, and which data points might be discontinued.

Action: Mandeville-Gamble will email Cathy Martyniak and Erik Mitchell to see if SRLF and NRLF report their holdings to the UCLA and UCB risk offices. While the RLF holdings, as reported by the campuses during annual statistics, are reported to the UCOP risk management office, are all RLF holdings properly insured?

4. Status of CKGs	3:40 – 4:00	00:20	MS
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Action: Smith will determine what the UCD IRB office thinks they’re responsible for, in terms of library groups seeking IRB approval/exemption for research projects or surveys.

Decision: The DOC chair (or designee) should send an annual email to CKG chairs, highlighting the CKG guidelines, that they’re unfunded groups (though discretionary/PD funds can be used), and that systemwide projects require authorization. The email can be a template, and it should likely advise CKGs against surveying students and/or faculty.

Action: Mandeville-Gamble will speak to the DOC chair, Ann Frenkel, about sending an annual email to the CKGs outlining the parameters in which the CKGs operate and underscoring that any projects that they might be interested in pursuing must be vetted with DOC. The letter will also underscore that the CKGs are not authorized to conduct systemwide surveys or to represent themselves as official UC Libraries organizational entities.

5. Other Business	4:00		
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Action: CoUL should ask Ivy Anderson to join an upcoming meeting to talk about the 2018 big negotiations, the timeline for decision-making, what she needs from CoUL (and/or other UCLAS groups), and potential negotiation strategies that the UC might take. Westbrook will add this to the CoUL Parking Lot (tentatively for Dec.).