

**Direction & Oversight Committee (DOC)**  
**Meeting Agenda & Minutes**

July 12, 2019, 2:00 – 3:00 pm

**Attendees:** Felicia Poe, Chair (CDL), Rice Majors (UCD), Alison Regan (UCI), Todd Grappone (UCLA), Catherine Friedman (UCSD), Sarah Troy (UCSC), Josh Hutchinson (LAUC, UCI)

**Regrets:** Michael Kim (UCSB), Beth Dupuis (UCB), Donald Barclay (UCM), Haley McEwan (UCSF), Ann Frenkel (UCR), Steve Mandeville-Gamble (CoUL, UCR)

**Recorder:** Danielle Westbrook

**Guest(s):** N/A

**Next meeting:** July 26, 2019 (2:00 – 3:00 pm)

Time	Lead	Notes, Decisions	Actions
10 min	DOC Chair	<p>Housekeeping</p> <p>This is Haley McEwan’s (UCSF) last meeting – thank you!</p> <p>For using DOC’s new SLACK instance, please refer to the SILS guidelines for Slack vs. email.</p> <p><b>Decision:</b> On an upcoming call, the committee will discuss scheduling a DOC face-to-face meeting (to potentially be scheduled to set-up/support DOC’s work for 19/20).</p>	
5 min	all	Brightspots	
10 min	FP, DWW	<p>CoUL update</p> <p>CoUL met in-person at UCOP on July 9<sup>th</sup>; in addition to the standing July CoUL meeting, the council met with President Napolitano and Acting Provost Carlson. On behalf of DOC, Poe attended the CoUL July meeting and provided updates on the following projects:</p> <ul style="list-style-type: none"> <li>• Digital Preservation Strategy WG Phase Two</li> <li>• UCL Collaborative Reference Model Project Team</li> <li>• Investigation of Resource Sharing Systems Project Team</li> </ul>	
10 min	ST, DWW	SILS update (Westbrook)	<b>Action:</b> The DOC steering

		<p>The SILS-WG greatly appreciates DOC's support for the upcoming DOC-sponsored SILS webinar (scheduled for July 23 at 1pm). The SILS project continues to run on schedule; the RFP submission window closes on July 17 and virtual vendor demonstrations will be scheduled for July 29, 31, Aug 3, 5 and 7. Two harmonization pilots are underway, both starting with an inventory of current UC practice: the first on student loan periods (being carried out by the Heads of Access Services), and the second on local use of the 9xx fields (being carried out by the Cataloging and Metadata CKG). The SILS Cost Share Task Force presented to CoUL on potential cost models and is now working on a revised model based on that discussion.</p> <p>SILS Governance Task Force update (Troy)</p> <p>SGTF has met twice and will meet next on July 19. A subgroup is interviewing 3-4 peer consortia about their governance models (decision-making mechanisms, migration pain points, how they maintain nimbleness, lessons learned, etc.); they'll bring their findings back to the task force. Upcoming work includes brainstorming governance use cases, and Poe will provide an overview of UCLAS (now and in the past).</p>	<p>committee (Poe, Troy, Barclay) will discuss SILS communications/ updates to DOC, what a more detailed/formal update might look like, and when that might happen (if it should).</p>
15 min	CRF	<p>UCL Collaborative Reference Project Team (Regan will serve as DOC liaison)</p> <p>Additional edits to the charge: add an entry in the project schedule for launching the new system (to occur before July 01); call out cost estimate analyses (technical, staffing, varying levels of participation) as an activity under 3a.</p> <p>As the project team is not a representative group, they will communicate with and engage the current 24/7 shared service team to keep all campuses informed. The liaison noted that the project team will select a chair (DOC will be notified as to who they select).</p> <p><b>Decision:</b> DOC endorses the UCL Collaborative Reference Project Team charge with the changes discussed at the 07/12 meeting.</p> <p><b>Decision:</b> DOC endorses the UCL Collaborative Reference Project Team roster.</p>	<p><b>Action:</b> once the UCL Collaborative Reference Project Team documents are finalized by Friedman, Regan will send out the formal appointment letters (emails) to the project team members.</p>
5 min	FP	Digital Preservation Strategy Working Group Phase Two	

		<p>The phase 2 charge is being drafted by Troy, Poe, Erik Mitchell (UCSD) and Edson Smith (UCLA). Troy will act as the DOC liaison for phase two.</p> <p>DOC thanks Majors for serving as the phase one DOC liaison, and Grappone for serving as the UCLA phase one member.</p>	
5 min	FP	<p>Updates to UC Libraries website – the following items were posted this week:</p> <p>Shared Fedora Development Working Group – Memo from DOC outlining response to recommendations posted. See: <a href="https://libraries.universityofcalifornia.edu/doc/projects-and-groups">https://libraries.universityofcalifornia.edu/doc/projects-and-groups</a></p> <p>UC Linked Data Project – Memo from DOC outlining response to recommendations posted. See: <a href="https://libraries.universityofcalifornia.edu/doc/uc_linked_data_project/documents">https://libraries.universityofcalifornia.edu/doc/uc_linked_data_project/documents</a></p> <p>Digital Preservation Strategy Working Group Phase One Report – posted to UC Libraries website. See: <a href="https://libraries.universityofcalifornia.edu/doc/projects-and-groups">https://libraries.universityofcalifornia.edu/doc/projects-and-groups</a></p> <p>DOC meeting minutes – 05/10/19 and 06/14/19 are now posted. See: <a href="https://libraries.universityofcalifornia.edu/doc/meetings">https://libraries.universityofcalifornia.edu/doc/meetings</a></p> <p><b>Decision:</b> On a future call, the committee will further discuss internal and external communication (step 1: share minutes locally, via listservs and/or in all-staff updates, etc.).</p>	