Members in attendance:

- Beth Dupuis (UCB)
- Judy Consales (UCLA)
- Roger Smith (UCSD)
- Felicia Poe (CDL)
- Rice Majors (UCD)
- Donald Barclay (UCM)
- Anne Frenkel (UCR)
- Joshua Hutchinson (UCI, LAUC)
- Roger Smith (UCSD)
- Sarah Troy (UCSC)
- Micquel Little (UCSF)
- Katie Ritchey (UCSC)
- Alison Regan (UCI)
- Alan Grosenheider (UCSB)
- Steve Mandeville-Gamble (UCR, CoUL)

Regrets: Anne Frenkel (UCR)

Guest(s): Sibyl Schafer (UCSD); Antoinette Avila (UCI) and Elizabeth McMunn-Tetangco (UCM)

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
<th>Duration</th>
<th>Responsible</th>
<th>Documents</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Housekeeping</strong></td>
<td>1:00pm</td>
<td>05 min</td>
<td>DOC Chair</td>
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<tr>
<td><strong>UC Libraries Collaborative Reference Project Team</strong></td>
<td>1:05pm</td>
<td>15 min</td>
<td>Antoinette Avila (UCI)</td>
<td>DOC prep: [UC Libraries Collaborative Reference Project Team charge (07/12/19)]</td>
<td>Antoinette and Elizabeth joined to provide an update on the team progress. The team’s recommendations have been summarized in the CRPT Update.</td>
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<td>Elizabeth McMunn-Tetangco (UCM)</td>
<td>CRPT Update (03/17/20)</td>
<td>Action: DOC-SC will meet with Antoinette and Elizabeth to review spreadsheet and make decisions, probably at 3/24/2020 meeting. Interested DOC members are welcome to join.</td>
</tr>
<tr>
<td><strong>CoUL Update (standing item)</strong></td>
<td>1:20pm</td>
<td>10 min</td>
<td>SM-G</td>
<td></td>
<td>Discussion about campuses adjusting to closures.</td>
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<tr>
<td><strong>Digital Preservation Strategy Working Group Phase 2</strong></td>
<td>1:30pm</td>
<td>15 min</td>
<td>Sibyl Schaefer</td>
<td>DOC prep: Digital Preservation Strategy Working Group: Intended Activities</td>
<td></td>
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<tr>
<td>DOC Liaison: Sarah Troy, UCSC</td>
<td></td>
<td></td>
<td>(UCSD, Chair Phase 2)</td>
<td>01/24/2020</td>
<td>For reference: Phase Two Charge (November 2019) (includes membership list)</td>
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<tr>
<td>Status: Launched November 2019</td>
<td></td>
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<td>A two-month extension for the report has been approved. The report</td>
<td>Discussed hosting a webinar after the final report is submitted.</td>
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<td>will be coming in July/August.</td>
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<td>Discussed hosting a webinar after the final report is submitted.</td>
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<tr>
<td><strong>SILS Governance Task Force</strong></td>
<td>1:45pm</td>
<td>10 min</td>
<td>Barclay</td>
<td>For reference: SILS Phase 4 governance model</td>
<td>SILS committee positions are filled. Everything at this point is remote work, so don’t expect much impact from COVID-19 at this point.</td>
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<tr>
<td>(DOC members on SGTF include Barclay, Poe, Regan, Troy)</td>
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<td><a href="https://libraries.universityofcalifornia.edu/sils">https://libraries.universityofcalifornia.edu/sils</a></td>
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<td><strong>UCDLFx 2021 Planning</strong> – Location, dates, local support, naming, etc.</td>
<td>1:55pm</td>
<td>5 min</td>
<td>Poe, Majors</td>
<td></td>
<td>UC Davis is tentatively the location for next conference. Agreed it makes sense to include some SILS discussions as part of the content. We will provide an update to CoUL.</td>
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<td>Updates and additions to UC Libraries website:</td>
<td>N/A</td>
<td>FYI</td>
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Action: Anyone that works on committees that might be able to help with the issue of remote lab classes, please add to slack.
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Current DOC Projects:

**UC Libraries Collaborative Reference Project Team**
DOC Liaison: Alison Regan, UCI  
Status: Aug 2019 - Charge and membership finalized  
Status: Communication of 12/04/19 from A. Avila indicates report may be finalized in January 2020  
   From: DOC-L <DOC-L@listserv.ucop.edu>  
   Sent: Tuesday, December 3, 2019 3:01 PM  
   To: DOC-L <DOC-L@listserv.ucop.edu>  
   Subject: [DOC] Fwd: Request for an Extension on the Collaborative Reference Project

UC Libraries Collaborative Reference Project Team charge (07/12/19)  
https://ucmerced.box.com/s/0pd970rfkfqc6ywy1gypizt2tu9vp67h

**Digital Preservation Strategy Working Group Phase 2**
Charge: Phase Two Charge (November 2019) (includes membership list)  
DOC Liaison: Sarah Troy, UCSC  
Status: Launched November 2019  
Phase One Report (April 2019)

**Investigation of Resource Sharing Systems Project Team**
Charge: RSSI Charge 25March2019  
DOC Liaison: Ann Frenkel, UCR  
Status: Underway; final report due August 2020  
See: RSSI Request for Extension 13Nov2019

**Revising the UC Guidelines for Efficient Archival Processing Project Team**
DOC Liaison: Sarah Troy, UCSC
Status: Underway; group charged January 2019; final report due May 2020
See:

From: <DOC-L@LISTSERV.UCOP.EDU> On Behalf Of Sarah Troy
Sent: Saturday, October 26, 2019 4:03 PM
To: DOC-L <DOC-L@listserv.ucop.edu>
Subject: [DOC] extension requests: DOC Project Team: UC Guidelines for Efficient Archival Processing

**UCL Digital Reformatting Guideline Revision Project Team**
DOC Liaison: Sarah Troy, UCSC
Status: Underway; due October 2019

**UC Libraries Materials Transportation RFP Project Team**
DOC Liaison: Catherine Friedman, UCSD
Status: Underway; end date unknown