**University of California Direction & Oversight Committee (DOC)**

Agenda  
April 14, 2020  

Chair: Felicia Poe  
Note Taker: Katie Ritchey  

Zoom: [https://UCOP.zoom.us/my/feliciapoe](https://UCOP.zoom.us/my/feliciapoe)

**Members in attendance:**
- Beth Dupuis (UCB)  
- Antonia Osuna-Garcia (UCLA)  
- Roger Smith (UCSD)  
- Felicia Poe (CDL)  
- Rice Majors (UCD)  
- Donald Barclay (UCM)  
- Anne Frenkel (UCR)  
- Joshua Hutchinson (UC, LAUC)  
- Alison Regan (UCI)  
- Sarah Troy (UCSC)  
- Micquel Little (UCSF)  
- Katie Ritchey (UCSC)  
- Alan Grosenheider (UCSB)

**Regrets:** Judy Consales (UCLA)

**Guest(s):** Antonia Osuna-Garcia, Health & Life Sciences Librarian, Nursing, UCLA Louise M. Darling Biomedical Library (sitting in for J. Consales)

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<th>Documents</th>
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<tr>
<td><strong>Housekeeping</strong></td>
<td>1:00pm</td>
<td>10 min</td>
<td>DOC Chair</td>
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**DOC Charge** (includes member responsibilities) Rev. 02/14/17  
**DOC Steering Committee membership** Rev. 06/09/17 | **Action:** Anyone who is interested in serving as Vice Chair, contact Felicia by end of day 4/15. |

Welcome Antonia Osuna-Garcia, sitting in for Judy Consales (UCLA)

Selection of DOC Vice-Chair:  
**March 1** - Begin DOC internal nomination and voting process  
**April 1** - Current DOC chair submits name of selected chair-elect to CoUL for approval  
**May 1 - June 30** - Chair and Chair-elect manage leadership transition  
**July 1** - Chair-elect assumes leadership

DOC leadership (Chair, Vice Chair) will transition on July 1. Current leadership:  
- Chair, Felicia Poe  
- Vice Chair, Donald Barclay  
- Past Chair, Sarah Troy

Background - the incoming Vice Chair will serve on the DOC Steering Committee for one year, followed by one year as Chair, followed by one year as Past Chair.

**Action:** Anyone who is interested in serving as Vice Chair, contact Felicia by end of day 4/15.
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<td><strong>HathiTrust Emergency Temporary Access Service</strong></td>
<td>1:10pm</td>
<td>5 min</td>
<td>Poe</td>
<td></td>
<td>Kathryn Stine (CDL) will be conducting informational webinars on the HathiTrust ETAS for the campus liaisons and other interested staff. She requested that the webinar be “sponsored by DOC”. Paperwork in place for all campuses.</td>
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<tr>
<td><strong>UC Libraries Collaborative Reference Project Team</strong></td>
<td>1:15 pm</td>
<td>15 min</td>
<td>Alison Regan</td>
<td></td>
<td>In Alison’s absence Felicia Poe led this discussion. Team is working with Springshare on next steps, including what the process of transitioning looks like, and finalizing price models once we know which campuses are participating. We may see some minor price changes but don’t expect anything surprising. We should have next steps identified within the next week. Antoinette officially ends her role at the end of June. Doc needs to identify someone to take over. <strong>Action</strong>: Campus decisions in regards to future participation due by end of 4/15/20 from Doc members. Please email decisions to both Felicia and Alison. Campuses who need a little extra time can reply by the end of the week.</td>
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### Agenda Item

CoUL request to DOC re engaging staff and information sharing

Brainstorm ideas for achieving CoUL’s request that DOC develop an information sharing channel

**Idea:** Monthly DOC + AUL interest group meeting. Scheduled during one of the Tuesdays @ 1-2pm when DOC doesn’t meet. (Time slot typically used by DOC-SC.) First meeting will be April 21st or May 5th. Co-led by two DOC members.

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<td>1:30</td>
<td>15 min</td>
<td>Poe</td>
<td>See email from Danielle Westbrook to DOC, forwarded by Poe on 03/30/2020. Subject: CoUL request to DOC re engaging staff and information sharing</td>
<td>Specific to systemwide information sharing, CoUL asks DOC “to discuss and determine how, during the period of time impacted by COVID-19, the libraries can (1) engage staff and (2) facilitate information, skill and strategy sharing across those with like-functions systemwide. Such mechanisms might be informal, and where possible should build on existing structures and activities. DOC should determine how to best manage and maintain information sharing mechanisms (similar to or like the UCSD initiated systemwide service matrix).” Discussed ideas for how to hold a productive meeting across campuses. There is general support for hosting an informal meeting. Recommended that we have a specific prompt/topic for the meeting, and start with one meeting and then deciding the ongoing frequency,</td>
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### Agenda - University of California Direction & Oversight Committee (DOC) – 04/14/2020

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<td><strong>SILS</strong></td>
<td>1:45</td>
<td>15 min</td>
<td>Donald</td>
<td>From: UC Systemwide ILS News</td>
<td>Expecting this project to move forward as planned regardless of COVID-19. Contact Donald if you have questions or concerns you’d like to have shared with the working group.</td>
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<td>SILS update, including debrief on the “SILS Migration Phases Explained” email distributed via SILS-News</td>
<td></td>
<td></td>
<td></td>
<td>On Behalf Of Lena Zentall Sent: April 10, 2020 1:45 PM To: SILS-News-L Subject: SILS Migration Phases Explained</td>
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<td><strong>UC Libraries</strong> – COVID-19 service matrix during</td>
<td>FYI</td>
<td>FYI</td>
<td></td>
<td>Reminder to update your campus entry on the service matrix</td>
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<td><strong>UCDLFx 2021 Planning</strong> – Location, dates, local support, naming, etc.</td>
<td>FYI</td>
<td>FYI</td>
<td></td>
<td>At 03/25/2020 CoUL meeting, FP informed CoUL that UC Davis will host UCDLFx 2021 on the UC Davis campus, March 3-4, 2021.</td>
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<td>Updates and additions to UC Libraries website: <a href="https://libraries.universityofcalifornia.edu/">https://libraries.universityofcalifornia.edu/</a></td>
<td>FYI</td>
<td>FYI</td>
<td></td>
<td>March 17, 2020 meeting minutes posted. See: <a href="https://libraries.universityofcalifornia.edu/doc/meetings">https://libraries.universityofcalifornia.edu/doc/meetings</a></td>
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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/0pd970rfkfc6ywy1gypizt2tu9vp67h

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: Elizabeth Dupuis, UCB
Status: Underway; end date unknown