University of California Direction & Oversight Committee (DOC)

Agenda
June 9, 2020

Chair: Felicia Poe
Note Taker: Katie Ritchey

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

Members in attendance:

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

Regrets: Beth Dupuis (UCB), Judy Consales (UCLA)

Guest: Alison Wohlers, Manager, Shared Print Programs, WEST and UC Libraries

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<th>Agenda Item</th>
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<th>Duration</th>
<th>Responsible</th>
<th>Documents</th>
<th>Notes</th>
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<tr>
<td><strong>Housekeeping</strong></td>
<td>1:00pm</td>
<td>10 min</td>
<td>DOC Chair</td>
<td></td>
<td>Topic: Managing chat during Zoom meetings – Vice-chair will monitor chat and bring up anything that needs to be discussed. DLFx-next – RS, JH, and RM have had one productive meeting so far</td>
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<tr>
<td><strong>Working Group for Systemwide Print Collection Management Strategy – Charge</strong></td>
<td>1:10pm</td>
<td>20 min</td>
<td>Alison Wohlers</td>
<td>Document for review: Group Charge</td>
<td>Background: In late 2019, the Shared Library Facility Board (SLFB) requested a straw-person charge be drafted re: developing principles and goals for how the system should build and manage RLF collections. The SLFB steering committee (RLF directors, shared print program manager, and the SLFB chair) took this on and in the course of drafting the requested</td>
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---|---|---|---|---|---|
**CoUL Update**  
Next meeting: June 15, 16, 17 | 1:30pm | 10 min | SM-G Poe | University of California Libraries Systemwide Annual Plan and Priorities, FY 2019-2020 (Sept. 16, 2019) | DOC invited to join CoUL on 06/17 @ 3:45-5:00pm to discuss 20/21 systemwide plans and priorities  
Discussed bringing up work done by Working Group for Systemwide Print Collection Management Strategy  
FP gave overview of past meetings for new attendees. |
**“UC Libraries – Service Status during COVID-19” service matrix** | FYI | FYI | Poe | | In preparation for CoUL meeting, DOC members to update service matrix. Pls add details in Column I and date/initials in Column J |
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<td>DOC members to update by 06/09/20 advance of CoUL meeting</td>
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<td><strong>ACTION</strong>: Update matrix DUE 06/09/20 @ 5:00pm</td>
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<tr>
<td>Digital Preservation Strategy Working Group Phase 2 Final Report</td>
<td>1:40pm</td>
<td>5 min</td>
<td>Troy</td>
<td></td>
<td>Phase 2 draft report will be shared with DOC by end of June. Sibyl Schaefer, Phase 2 chair, will join DOC on 07/07/2020 to discuss.</td>
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<td>SILS Update</td>
<td>1:45pm</td>
<td>5 min</td>
<td>Barclay</td>
<td>Archived video and audio transcript from 06/05/20 Zoom webinar. In addition, this Confluence page contains a visual representation of fist-of-five decision making, while this decision fish matrix shows the comparative “size” (impact, complexity) of decisions and suggests methods for discussing and making decisions.</td>
<td>“Fist of Five” decision-making webinar held 06/05/20. Discussed recent emails sent on SILS-News listserv regarding Ex Libris deadlines.</td>
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| UC Libraries 24/7 chat reference service – transition from OCLC QuestionPoint to Springshare LibAnswers Transition date: Week of June 15-19, 2020 | FYI   | FYI      |             | Revised Memorandum of Agreement (MOA) has been drafted by ASAG for CoUL’s approval / signature. Currently under review. | • Transition being led by A. Avila (UCI), E. McMunn-Tetangco (UCM), and campus coordinators  
• Chris Martone (UCR) will assume role of service coordinator from Antoinette Avila on 07/01/2020 |
| Updates and additions to UC Libraries website:  
[https://libraries.universityofcalifornia.edu/](https://libraries.universityofcalifornia.edu/) | FYI   | FYI      |             |                                                                           | April 14 + 28, 2020 meeting minutes posted. See: [https://libraries.universityofcalifornia.edu/doc/meetings](https://libraries.universityofcalifornia.edu/doc/meetings) |
### Current DOC Projects:

**UC Libraries Collaborative Reference Project Team**
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/0pd970rfkfq6ywy1gypzt2tu9vp67h

**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 – should be ready for DOC by early July. AMF committing to coming to DOC meeting whenever it is discussed and to submit it to DOC (so keep me on the mailing list until this is done?)
See: RSSI Request for Extension 13Nov2019
Revising the UC Guidelines for Efficient Archival Processing Project Team
DOC Liaison: Sarah Troy, UCSC
Status: Complete as of April 2020

UCL Digital Reformatting Guideline Revision Project Team
DOC Liaison: Sarah Troy, UCSC
Status: Complete as of April 2020

UC Libraries Materials Transportation RFP Project Team
DOC Liaison: Beth Dupuis, UCB
Status: Underway; end date unknown

Charge (Rev. 09.16.19)