

University of California Libraries Advisory Structure Direction & Oversight Committee Charge

Summary

The Direction & Oversight Committee (“DOC”) is charged by the Council of University Librarians (“CoUL”) to carry out the vision, strategies, priorities, and policies established by CoUL and articulated within the UC Libraries’ systemwide priorities and strategic plan. DOC plays a critical role in expediting decision-making, assuring activities are in alignment with strategic directions, facilitating and evaluating new ideas and initiatives put forward by UCLAS groups, governing those UCLAS groups which do not report directly to CoUL, and ensuring effective communication between UCLAS and the larger UC Library community.

Key Responsibilities

- Propose projects and services in support of the UC Libraries’ systemwide priorities and strategic plan as articulated by CoUL; ensure that UCLAS activities are in alignment with the UC Libraries’ systemwide priorities.
- Receive requests from CoUL and determine how to funnel work to UCLAS groups, project teams and service teams. Manage membership on those UCLAS teams which report to DOC.
- Research, design, develop, and/or implement new shared services or major improvements to existing shared services, in consultation with CoUL and responsible service teams and in alignment with UC Libraries’ systemwide priorities.
- Recommend strategies, procedures, and resources for meeting the identified service needs of faculty, students and researchers.
- Determine the optimal allocation and utilization of project resources and ensure that cost is consistent with the value delivered.
- Facilitate and evaluate new ideas and initiatives put forward by UCLAS groups.
- Notify CoUL of emerging and key issues requiring consideration; submit related items for inclusion in the CoUL agenda.
- Ensure effective communication between DOC and other entities within the UC Libraries advisory structure as well as communication with the larger UC Library community concerning the work of UCLAS.
- Assist CoUL in establishing new UCLAS groups, including drafting charges and integrating new groups into the broader UCLAS structure.
- Identify benchmarks for assessment of the UC Libraries Advisory Structure and develop strategies for assessing the effectiveness of the structure on an ongoing basis. UCLAS groups are responsible for reporting on benchmarks; DOC will decide on appropriate action based on effectiveness of groups and achievement of benchmarks.

Membership and Terms of Appointment

The Direction & Oversight Committee consists of 13 individuals, including one member from each of the 10 campuses, one member from the California Digital Library (CDL), and two ex officio members comprised of one member from the Librarians Association of the UC (LAUC) and the immediate past chair of CoUL.

The campus UL (or CDL AVP/ED) will nominate a representative from their respective institution, and the DOC Chair will provide final approval for new members. In the event of questions or concerns, the DOC Chair will consult with the CoUL Chair before approving. DOC members are at the AUL/DUL/senior staff level with a mix of functional backgrounds and expertise.

The LAUC representative is nominated by the LAUC President/Executive Board and appointed by the DOC Chair.

Each member is expected to have an understanding of systemwide services and serve as an active contributor to DOC. Full participation in DOC is estimated to require approximately .1 FTE of each member's time, not including those members assigned in an ex officio capacity whose time commitment is less than .1 FTE.

Members' terms are three years (July 1-June 30), renewable once; requests for additional consecutive renewals will be considered by CoUL on a case-by-case basis. Membership should be staggered to ensure continuing expertise on the group. Ex officio members serve by reason of their office, rather than by the established appointment process. If unexpected changes in membership occur, e.g., a member can no longer represent the campus s/he was originally appointed by, the DOC Chair communicate with the campus UL (or CDL AVP/ED) to assign a replacement member for the remaining length of the term.

Each member's responsibilities include:

- Full participation in group activities (including serving as DOC liaison to UCLAS teams)
- Contributions to agendas
- Communication with local UL or ED/AVP regarding DOC and CoUL activities
- Communication of DOC activities and decisions to campus library leadership
- Communication of campus input, interests, and perspectives to DOC

The chair's responsibilities include:

- Run committee meetings, including: establish schedules; draft and distribute advance agendas; ensure meeting minutes are maintained and distributed in a timely manner
- Establish mechanisms for tracking and managing committee work
- Ensure that DOC and other UCLAS groups meet the responsibilities as outlined in their charge
- Ensure all members voice their views and that all the voices are heard
- Serve as a primary conduit for information between DOC and CoUL

- Manage the incoming chair selection process
- Serve as member of the DOC Steering Committee

The Vice Chair's responsibilities include:

- Execute Chair duties as needed
- Serve as member of the DOC Steering Committee

The LAUC member's responsibilities include:

- Communicate LAUC's interests to DOC
- Communicate to LAUC any matters which require LAUC attention or response
- Provide reports to the LAUC Executive Committee and the LAUC membership

The CoUL representative's responsibilities include:

- Communicate CoUL's interests to DOC including any matters requiring DOC's attention or response

Selection of Committee Chair

The committee chair will initially serve a term as Vice Chair, and will be selected by those eleven DOC members not serving in an ex officio capacity (ten campuses plus CDL). The current chair will facilitate the nomination and selection process, with final approval granted by CoUL. Appointment is for a one year term as Vice Chair, followed by a one year term as Chair.

The selection process will take place every two years on the following calendar:

March 1 - Begin DOC internal nomination and voting process

April 1 - Current DOC chair submits name of selected chair-elect to CoUL for approval; in instances where two members have received equal votes, CoUL will decide appointment

May 1 -June 30 - Chair and Chair-elect manage leadership transition

July 1 - Chair-elect assumes leadership

Staggered Membership Terms

Members' terms are three years (July 1-June 30) and renewable once. In an effort to ensure continuity during the first years after the 2015 launch of DOC, the following rotation model assists in staggering the membership terms:

Rotation A = July 2015-June 2018, initial three-year term, followed by optional three-year term
UCB, UCD, UCI, UCLA, UCM, UCR

Rotation B = July 2015-June 2017, initial two-year term, followed by optional three-year term
UCSD, UCSF, UCSB, UCSC, CDL, LAUC