

DOC Conference Call

November 20, 2015

Attendees: Todd Grappone, Chair (UCLA); Donald Barclay, CoUL Planning Lead (UCM); John Renaud (UCI); Gail Yokote (UCD); Sarah Troy (UCSC); Felicia Poe (CDL); Catherine Friedman (UCSD); Ann Frenkel (UCR); Janet Martorana (UCSB); Beth Dupuis (UCB, notetaker); Ginny Steel, CoUL past chair (UCLA)

Absent: Julia Kochi (UCSF)

I. Collaborative Tools Proposal – review and next steps

Todd, Beth, Janet and Martha Hruska worked on a draft for discussion shared in DropBox for this meeting. DOC provided a general statement of support, feeling that its collaborative value is evident, that this is a reasonable request to make, and that the price is modest.

- Clarify that the recommended base number will cover everyone who is in UCLAS 2.0 at this point (estimate about 400 librarians across the UCs and 1000 users if we enter everyone who might use the system).

- Suggest we re-order the items (bringing together both of our recommendations, Confluence and ReadyTalk, above the Costs and Implementation section). Suggest we might remove mention of Spark.

- Suggest we add clarifying language about what the host institution's role is. (CDL is the host organization to help with licensing and administer the administrative accounts for each campus; each campus' administrator would oversee registration of their campus' users, but all technologies are hosted on the servers of those companies). Concern from CDL that this is not a good match for their function and staffing.

- Final question is where the funding comes from and which cost share model to use. Suggest that we start with 500 users (covers librarians and a bit more). Recommend that this be a shared cost across the UCs.

The options of how to handle licensing and payment, and determining a lead administrator (primary contact for the license and liaison with the other campus administrators) for the System-wide software, are appropriate items for CoUL discussion during their consideration of the general proposal.

ACTION: Todd will revise the document based on these comments and send to CoUL for a decision.

II. CLS Transition to SCLG

DOC discussed the three applications received for the Shared Content Leadership Group's LAUC Representative and selected the recommended appointee and a secondary appointee if the first declines.

Gail noted the steps needed to transition CLS people who are leaving off the group, and then introduce the new SCLG people who are joining the new group. The new group will need to appoint a new chair. Kerry has agreed to serve as a bridge during this transition period until the new chair is appointed, and she can work with those CLS people who are continuing on SCLG to help make the change.

ACTION: Todd will contact the individuals about the decision about the appointment, and copying the AUL/UL from that campus to confirm the appointment. CoUL, LAUC, and SCLG will be informed of the outcome.

ACTION: Todd and Donald will announce the charge and membership of the SCLG, including the LAUC member as soon as it is official, to the UC Libraries. Target to complete this by end of November 2015.

ACTION: Gail and John to work with Kerry on the logistics and Felicia will initiate a listserv for this group with all members.

III. DOC/CoUL Joint Meeting

Initial discussions between Donald and Lorelei led to the suggestion to keep separate meetings of DOC and CoUL until a specific issue arises that merits a joint discussion. For standing DOC meetings, Ginny is a regular attendee. For standing CoUL meetings, Donald is a regular attendee (though not as a DOC representative) with Todd attending for segments about DOC as specific issues arise. DOC agreed that there is no need for a joint meeting unless discussions of System-wide priorities arise or at some future point (such as a two-year review).

IV. Organizational Transitions and Questions Related to Shared Service Teams, Project Teams, and Other Activities

Catherine led the discussion of the document outlining open questions and proposed recommendations for actions.

Shared Service Teams: Agree we need to notify the two current operating teams of the new reporting line to DOC. Agree neither need to have an SCLG connection beyond the DOC connection. Agree it would be good to

have a DOC liaison assigned to each Shared Service Team; Catherine agreed to serve in this role for both Shared Service Teams we have now. She will contact the team managers for each, share the SST description document, and work with them to complete their charge documents.

Project Teams:

(2a i and ii) Confirmed understanding that the UC Digital Collections Implementation Team has transitioned to a CDL Shared Service Team; Todd will confirm with Felicia. Also need to follow up with Felicia about the project charter for the Nuxeo potential transition.

(2b) Confirmed Shared ILS now is the RLF Workflow Group; understand with McKenzie as a co-chair she will take updates to CoUL; need to clarify and formalize the communication channel between DOC and this Project Team, especially about timeline, process, and priorities. Suggest that a DOC subgroup connect with the co-chairs about their plans (more than one person suggested as the liaison due to the breadth of issues this project includes); we will seek DOC liaison names via email.

Meeting concluded with the rest of the document tabled either for email discussion or a future conference call including the new Common Knowledge Group proposal.