

**Direction & Oversight Committee (DOC)
Meeting Agenda & Minutes**

May 25, 2018, 2:00 – 4:00 pm

Attendees: Ann Frenkel, Chair (UCR), Beth Dupuis (UCB), Felicia Poe (CDL), Peter Brantley (UCD), Michael Kim (UCSB), Catherine Friedman (UCSD), Stephen Kiyoi (UCSF), Josh Hutchinson (LAUC-UCI), MacKenzie Smith (CoUL-UCD), John Renaud (UCI), Donald Barclay (UCM), Todd Grappone (UCLA), Sarah Troy (UCSC)

Recorder: Danielle Westbrook

Regrets: N/A

Guest(s): Arwen Hutt (Linked Open Data lead), Erik Mitchell (to discuss Digital Preservation charge)

Zoom: <https://ucengage.zoom.us/j/8123706030>

Next meeting: June 22, 2018

Time	Lead	Notes, Decisions	Actions
5 min	AF	DOC Housekeeping	Action: Frenkel will circulate the memo sent to CoUL by the DOC steering committee. The memo requests that DOC participate in the annual plans/ priorities discussion and that the DOC chair attend CoUL meetings as an ex-officio member.
20 min	Arwen Hutt (guest)	<p>UC Linked Data Report</p> <p>DOC members acknowledged the time, effort, and thoughtfulness that went into the report and thank the project team for their work.</p> <p>DOC members noted that recommendation #1 is substantial (in terms of the working group’s scope and the request to fund in-person meetings). Some members also expressed concern about bandwidth – there is overlap between the linked data and SILS groups. A member also noted that the SILS Working Group is interested in having</p>	Action: Dupuis will reach out to several DOC members for assistance writing up feedback and recommendation(s) for the Linked Data project team, re: narrowing the scope/focus of the group to more easily managed segments and potential next steps.

		<p>linked data experts weigh in on RFP requirements.</p> <p>Decision: Recommendation #1 should be narrowed from a best practices group with campus and functional representation to a smaller group that tackles an aspect of linked data (such as the systemwide ILS and linked authority files). Smaller project teams (perhaps under an umbrella working group) could also be organized around specific aspects of linked data.</p>	
10 min	MS	<p>CoUL Update</p> <p>For the June meeting, CoUL will invite DOC to participate in the discussion to review and set the annual plans and priorities. CoUL will also invite DOC (potentially just the DOC steering committee) to provide an update and talk about how things are going. Because the meeting is at UCSC during commencement, space is limited, and so DOC members not already on campus will be asked to join remotely via Zoom.</p>	
30 min	PB/DB	<p>The Systemwide ILS Phase 2 Final Report (draft).</p> <p>The SILS working group members noted that the cost estimates from OCLC are still missing, though they will be included in the final version.</p> <p>Decision: DOC recommends that the working group actively consider the governance of a systemwide ILS in phase 3.</p>	<p>Action: DOC members should review the draft report and provide additional comments/feedback by Tuesday, May 29.</p>
25 min	MS, Erik Mitchell (guest)	<p>Digital Preservation Charge to DOC from CoUL</p> <p>Erik Mitchell is CoUL's liaison to DOC for this charge.</p> <p>For the June CoUL meeting, DOC is being asked to submit a more fully described charge with outcomes and a timeline. DOC may decide to charge themselves, a subset, and/or others to carry out the work.</p> <p>Several DOC members noted that a revised and more detailed charge can't be completed by June, though a draft to move the conversation along is possible.</p>	<p>Action: Brantley, Grappone, Poe, Hutchinson, and Mitchell will meet to discuss and begin drafting 1) an initial charge and 2) questions/issues for CoUL to consider (if any); both of these items will inform the annual plans/ priorities discussion at the June CoUL meeting.</p>

10 min	FP	<p>Symplectic (OA Policy implementation) update</p> <p>CDL has been working to secure sustainable, ongoing support for the implementation of UC's OA policies. The latest proposal has been favorably adjudicated, and as a result the CDL now has a permanent budget augmentation in FY18/19 for Symplectic Elements core and repository services (the CDL budget has been augmented to cover half of the services; existing CDL funds will continue to pay for the other half) and 1 additional FTE to act as a product manager for Symplectic and its use.</p>	
5 min	DB	<p>Heads of Special Collections (HOSC) project proposal requesting approval to initiate a review and revision of the Guidelines for Efficient Archival Processing in the UC Libraries.</p> <p>Decision: the task group members should check-in with DOC post-survey, before the next task group is charged to carry out the revision of the guidelines.</p>	<p>Action: Barclay will communicate to the HOSC CKG that they can proceed, but that they should check-in with DOC after their survey assessment is complete (with their draft charge).</p>
10 min	ST/JR	<p>Updates from SCLG and Shared Print groups</p> <p>While major tier 1 journal reviews and negotiations are going on for 2019, SCLG will provide updates to CoUL at CoUL's monthly meeting. All SCLG members are invited to attend the update.</p>	
5 min	CRF	<p>Update from Ask a Librarian Assessment Project</p> <p>The Project Team will be holding a kick-off conference call on May 31. Catherine as the DOC Liaison to the team will join the call. Team membership has been finalized. It is:</p> <ol style="list-style-type: none"> 1. Antoinette Avila (Ask a Librarian Manager, UCI) 2. Ken Furuta (UCR) 3. Frank Gravier (UCSC) 4. Elizabeth McMunn-Tetangco (UCM) 5. Catherine Friedman (DOC Liaison, UCSD) <p>Catherine will have a monthly conference call with the group to check on progress.</p>	