SILS Transition Task Force Charge
Approved by the SILS Working Group on May 28, 2021

Introduction

In order to prepare for a smooth transition from the phase 4 SILS governance and operations structure to the UCLAS-integrated SILS structure, a Transition Task Force is being charged by the SILS Working Group to oversee and coordinate the preparation plans and activities necessary to nominate, onboard, kickoff and support the new SILS cohort as they begin their work within the new governance structure. The new structure was designed by SGTF, approved by CoUL, and will be socialized to the broader UC Libraries staff community prior to this task force beginning work.

Charge

In support of the UCLAS-integrated SILS structure, the Transition Task Force (TTF) is charged to develop and oversee onboarding and orientation for all new groups as well as plan and host a virtual kick-off and other related activities, including populating collaborative work space(s) and communication tools. Additionally, the TTF will manage the nomination and appointment process in partnership with the Direction and Oversight Committee (DOC). The Transition Task Force is also responsible for supporting change management and empowering the new cohort to embrace and fulfill the SILS principles and work practices. TTF members may consult with the SILS project co-managers as needed for previous onboarding templates and best practices.

Deliverables

These are the major expected activities; other activities may be identified as work proceeds.

- Manage the nomination and appointment process for new groups (including the SILS Leadership Group):
    - Create timeline and process for soliciting nominations from DOC
- Manage the onboarding process for new groups:
    - Create timeline and process
    - Draft and send welcome letters
    - Plan and host kickoff meetings
    - Prepare teams to work together successfully (e.g., taking the temperature survey, premortem, description/template for team charters)
    - Identify essential documentation for new groups (e.g., the privacy policy document and other relevant policies)
    - Provide training on SILS principles, decision making (e.g. fist of five) and work practices (especially for new chairs; could be outsourced)

- ○ Schedule initial group meetings
- Populate new collaborative work spaces and communication tools:
  - ○ Prepare work spaces, templates for welcome letters and access to collaboration and communication tools to make it easier to onboard new members as they change over time
  - ○ In consultation with stakeholders and project co-managers, determine what documentation needs to be migrated to the ongoing governance project collaboration and documentation.

Reporting

The TTF reports to the SILS Working Group. SILS cohort and DOC representatives will provide regular updates to their respective committees.

Timeline and time commitment (scope)

- Duration is estimated to be 6 months
- Weekly meeting, and work outside meetings
- September 2021 to February 2022
- September: Create nominations survey; begin kickoff planning
- October: Nominations (at least 3 weeks for nominations by DOC)
- November: finalize and present proposed membership for approval at the November 16 DOC meeting.
- November/early December: email welcome letters; schedule kickoffs
- December: Setting up communication and collaboration tools (can hold off on announcing these until kickoff); finalizing kickoff slide decks & materials
- January: onboarding and kickoff(s); all groups should have their first meeting scheduled; conclude work with chairs of new groups
- February: wrap up and complete work

Proposed Membership

- Donald Barclay, UCM, DOC liaison
- Christine Barone, UCLA SRLF, PM
- Sarah Houghton, CDL
- Michelle Polchow, UCD
- Hermine Vermeij, UCLA
- Lena Zentall, CDL, PM

The project team's chair will be selected by the membership.