

**University of California Libraries Advisory Committee
Charge to the Coordinating Committee**

Summary and Background

Reporting to the Council of University Librarians (CoUL), the Coordinating Committee ensures that projects and services proposed and developed by the Strategic Advisory Groups (SAGs) support the UC Libraries systemwide priorities as articulated by the Council of University Librarians. See:

http://libraries.universityofcalifornia.edu/about/vision_and_priorities

Key Responsibilities

- Receives requests from the CoUL and determines where within the SAG structure work should be funneled.
- Submits SAG related items to the CoUL agenda.
- Provides broad oversight of UC Libraries systemwide activities through the review and coordination of proposed SAG projects and services.
- Assesses implications of proposed SAG projects and services on other functional areas and external stakeholders.
- Primary conduit of communication between CoUL and other entities within the UC Libraries advisory structure.
- Reviews balance of member expertise on the SAGs; advises on SAG membership issues.
- Works with CoUL to assess the effectiveness of the advisory structure.
- Makes strategic decisions related to the functioning of the advisory structure.
- Provides broad oversight for the Common Knowledge Groups (CKGs), and ensures they follow the registration process.
- Assesses the efficiency of the CKGs based on the annual reports provided by them.
- Reviews SAG charges and portfolios.

Membership and Terms of Appointment

The Committee shall consist of 6 members of staff with appropriate expertise including members from each of the Strategic Advisory Groups, California Digital Library (CDL), Council of University Librarians, plus a communications manager. Members are selected for expertise possessed in the areas of strategic planning, the development of systemwide services and knowledge of the UC Libraries system. Membership is approved by CoUL.

The Communications Manager responsibilities include:

- Communicates major actions, decisions and project updates for all SAGs and project teams on a monthly basis to the broader UC Libraries community via designated channels.

- Establishes and maintains uniformity and consistency in minutes, reports, etc. of all Advisory Structure groups. Posts and maintains a historical record of meeting minutes, decisions and public reports for all SAGs and project teams on the UC Libraries web site:
<http://libraries.universityofcalifornia.edu/>

Members' terms are two years, renewable once; the membership should be staggered to ensure continuing expertise on the group, especially important in the beginning of the new committee structure. The Chair is selected by the group membership for a two-year term. The Communications Manager will serve a three-year term to ensure continuity.

Reporting Responsibilities

Meeting minutes, decisions, and public reports are posted on the UC Libraries website:
<http://libraries.universityofcalifornia.edu>

The committee shall submit an annual report to the CoUL and SAGs each year.

Meetings

The Coordinating Committee meets at least monthly, or more often if necessary.