

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

August 09, 2019, 2:00 – 3:00 pm

**Attendees:** Sarah Troy, Substitute Chair (UCSC), Rice Majors (UCD), Todd Grappone (UCLA), Catherine Friedman (UCSD), Michael Kim (UCSB), Beth Dupuis (UCB), Donald Barclay (UCM), Polina Ilieva (UCSF), Ann Frenkel (UCR), Alison Regan (UCI), Steve Mandeville-Gamble (CoUL, UCR), Josh Hutchinson (LAUC, UCI)

**Regrets:** Felicia Poe, Chair (CDL)

**Recorder:** Danielle Westbrook

**Guest(s):** N/A

**Next meeting:** August 23, 2019 (2:00 – 3:00 pm)

Time	Lead	Notes, Decisions	Actions
5 min	ST	Housekeeping  Date confirmed for the DOC F2F meeting in Oakland: October 07.  Draft Systemwide Plans & Priorities: DOC will discuss the plans/priorities and potential edits and feedback for CoUL at the August 23 <sup>rd</sup> DOC meeting.	
5 min	All	Brightspots	<b>Action:</b> On the listserv, Troy will share more about her team's findings, re: disruptive calendaring and work days without email.
10 min	SMG	CoUL update  CoUL does not meet in August; their next meeting is in-person at UC Davis on Sept 16 and 17.	
10 min	DB, DWW	SILS update  The final supplier demo was held on August 7 <sup>th</sup> . Demo recordings were shared via SILS-News (please note that the demos and related documentation is for UC Libraries employees only; this information is confidential and cannot	

		be shared outside of UC). Expertise group members will finish scoring closer to the end of August.	
10 min	ST	<p>DOC support member</p> <p>DOC members confirmed that the committee benefits from having a dedicated support person. Several members noted that in addition to responsibilities and appointment terms, the position description should also outline benefits and opportunities. DOC members discussed the ways in which the position might be tailored to attract and fit a variety of potential UC libraries employees. Members agreed that such a position should be a professional development opportunity.</p>	<p><b>Action:</b> Frenkel will revise the DOC support member position description to outline potential professional development opportunities. Frenkel will circulate the updated version for DOC members to review.</p>
10 min	CF	<p>Project Update: UCL Materials Transportation RFP Project Team</p> <p>DOC Liaison: Catherine Friedman, UCSD  Project lead: Catherine Friedman  Status: underway; end date unknown  Project Objective: take advantage of a systemwide materials transportation RFP; determine whether the ILL Courier Service could benefit from being included; manage involvement in RFP process</p> <p>The project team supports participating in the courier-services-specific OP RFP, which will likely take place in the fall. This change will extend this group’s charge by about another year, though much of the work already completed on the RFP requirements can be re-used/re-fined for this new RFP.</p> <p><b>Decision:</b> The UCL Materials Transportation RFP project team’s charge will be updated to reflect the RFP change implemented by UCOP (i.e. participating in the smaller RFP that’s specific to courier services).</p>	<p><b>Action:</b> Friedman will report back to the project team and ask that they rewrite their charge based on the new RFP.</p> <p><b>Action:</b> DOC members will consider the work of the UCL Materials Transportation RFP Project Team, and interested members will let Poe, Troy and Barclay know if they’d like to volunteer to be the new DOC liaison to the team.</p>
		<p><u>Current DOC Projects:</u></p> <p><b>UC Libraries Collaborative Reference Project Team</b>  DOC Liaison: Alison Regan, UCI  Status: July 2019 - Charge and membership finalized</p>	

	<p><b>Digital Preservation Strategy Working Group Phase 2</b>  DOC Liaison: Sarah Troy, UCSC  Status: July 2019 – Charge under development</p> <p><b>Investigation of Resource Sharing Systems Project Team</b>  DOC Liaison: Ann Frenkel, UCR  Status: Underway; final report due December 2019</p> <p><b>Revising the UC Guidelines for Efficient Archival Processing Project Team</b>  DOC Liaison: Sarah Troy, UCSC  Status: Underway; due December 2019</p> <p><b>UCL Digital Reformatting Guideline Revision Project Team</b>  DOC Liaison: Sarah Troy, UCSC  Status: Underway; due October 2019</p> <p><b>UC Libraries Materials Transportation RFP Project Team</b>  DOC Liaison: Catherine Friedman, UCSD  Status: Underway; end date unknown</p>	
	<p>Updates to the UC Libraries website - the following items were posted this week:</p> <p><b>DOC Meeting Minutes</b>  July 12, 2019 minutes posted:</p> <p><a href="https://libraries.universityofcalifornia.edu/doc/meetings">https://libraries.universityofcalifornia.edu/doc/meetings</a></p>	