Direction & Oversight Committee (DOC)
Direction & Oversight Committee (DOC) **Meeting Agenda & Minutes**
September 20, 2019, 2:00 – 3:00 pm

Attendees: Felicia Poe, Chair (CDL), Beth Dupuis (UCB), Alison Regan (UCI), Todd Grappone (UCLA), Donald Barclay (UCM), Ann Frenkel (UCR), Catherine Friedman (UCSD), Sarah Troy (UCSC), Alan Grosenheider (UCSB), Polina Ilieva (UCSF), Rice Majors (UCD)**,** Steve Mandeville-Gamble, CoUL (UCR)

Recorder: Donald Barclay

Regrets: Danielle Westbrook (*final DOC meeting TBD – expect October),* Josh Hutchinson, LAUC (UCI)

First time attendees: Katie Ritchey (UCSC), Alan Grosenheider (UCSB)

Zoom: https://UCOP.zoom.us/j/766879537
As a courtesy, please utilize video; mute audio when not participating in conversation

Slack: UCLAS DOC (uclas-doc.slack.com)

Next meeting: Monday, October 7, 2019, Oakland F2F (10:00am – 4:00 pm)

Time	Lead	Notes, Decisions	Actions
10 min	DOC Chair	Housekeeping • 10/4/19 meeting canceled • DOC F2F in Oakland – Monday, 10/07/19 • Welcome – Alan Grosenheider (UCSB, interim for Michael Kim) • Welcome – Katie Ritchey (UCSC, DOC support) Thanks to Beth Dupuis who has kindly offered to assume the role of DOC liaison (position formerly held by Catherine Friedman) to: • UC Libraries Materials Transportation RFP Project Team • UC Libraries ILL Courier Shared Service Team	
10 min	SMG Poe Frenkel	CoUL update	<mark>**Action:**</mark> DOC will draft a charge outlining its proposed work related to Systemwide Plans and Priorities FY2019-

Meeting: F2F at UC Davis on Sept 16 and 17; Frenkel (UCR) attended in Steve Mandeville-Gamble's stead

In her role as DOC Chair, Poe provided CoUL updates on following items:

Item: UC Libraries Materials Transportation RFP Project: DOC has charged the Materials Transportation RFP Project Team to develop requirements for the transportation of UC materials between UC Libraries and affiliated locations. Partnering with UCOP procurement with goal of completing RFP by close of year. Current Unity contract remains active and is "evergreen", i.e., does not expire per se.

Poe reported that as a purely exploratory exercise, team is gathering info on the cost of a model that would be managed on each campus using pay-as-you-go small freight service.

Item: **Digital Preservation Strategy Working Group Phase 2 charge**: Charge draws heavily upon 1) the DPSWG Phase One's suggested charge, included as appendix one (p24) of the team's final report, and 2) presentation provided by DPSWG to CoUL on 06/07/19. Feedback rec'd from CoUL indicates that a phase 2 should focus on identifying potential areas of shared need with work centered on policy and workflow definition as well as opportunities for campus staff to develop additional digital preservation expertise. CoUL affirmed direction.

Item: Systemwide Plans and Priorities FY2019-20. Assigned to DOC: Goal 3 - Strengthen systemwide communications; develop more formal communication structure.

20 Goal 3 - Strengthen systemwide communications. Will ask CoUL for approval when complete.

==Action:== Poe will distribute to DOC UCDLFx 2019 report. See: https://ucmerced.box.com/s/sldmhjz45 wg3jd8wrnjk06wjqav87ud0

CoUL / DOC Decision:
Transition UCDLFx to an every-other-year conference, with the next conference being early 2021. CoUL affirmed that the conference should be grass roots driven (similar to the model of 2018, 2019) but should include themes beyond digital library that are congruent with current systemwide priorities, e.g., SILS, open access publishing models, etc. CoUL affirmed DOC will work directly with next UCDLFx planning committee for planning. Decided to change the name of the conference so that it was understood to be broadly inclusive and not just digital libraries/technology focused.

		CoUL has asked DOC to write its own charge for CoUL's approval. **UCDLFx:** CoUL praised past efforts and success of UCDLFx 2018 and 2019. See decision to transition to from annual conference to every-other-year. General CoUL discussion – reported by Steve Mandeville-Gamble who attended Day 2: **CDL and UC Press**: Undertaking a systemwide publishing inventory. Remain in early stages of planning. Catherine Mitchell (CDL) and Erich van Rijn (UC Press) presented to CoUL on project.	
10 min	Poe Barclay Troy	DOC 10/07/19 meeting agenda See draft agenda being developed by Poe, Barclay, Troy: https://docs.google.com/document/d/1cHOpUPOEtPtYbfxTQGm572yJKmhp7fvcsa9-_Y4ocfI/edit?usp=sharing DOC has interest in Project Transform. Invite a PT team member to talk with DOC about implementation and impact of PT. Suggested topic: Systemwide communication brainstorming session. Suggested topic: Review of shared service teams. Suggested topic: Review of CKGs.	**Action:** DOC-SC will finalize agenda. **Action:** DOC-SC will identify Project Transform Implementation or Working Group member to present to DOC. Desire for articulation of roles of SCLG and PT. Alison Scott is on both groups—ask her to talk to DOC at F2F? **Action:** Poe will provide DOC with link to Cambridge University Press webinar for "background reading" before F2F meeting. **Action:** Poe will investigate whether PT principles will be available for sharing for F2F. **Action:** Barclay, Poe, Regan, Troy will present on the SILS Governance Task Force. May include Caitlin Nelson (CDL) to brief DOC on harmonization work.
20 min	Poe Troy	Digital Preservation Strategy Working Group Phase 2 DOC Liaison: Sarah Troy, UCSC Discussion re draft charge. https://ucmerced.box.com/s/bscb89g1fi6p93ysdif7vjsqzvkpsful	Topic moved to F2F agenda for fuller discussion. ST: Shared draft of Phase 2 charge with Edson Smith. He has given feedback. Will be tweaked based on CoUL

		See discussion begun on DOC-L email string on 09/10/19: Subject: [DOC] Digital Preservation Strategy WG - Phase 2 charge (due 09/19/19)	feedback. May invite more people to serve on this group to fill in gaps. FP: Strong desire on part of CoUL for taxonomy of content to learn where shared actions can best be applied. TG: Multiple phases. Bigger vision piece would be helpful to inform our conversation during F2F.
5 min	DB	SILS update	Barclay: Continues to move forward. No update.
5 min	Poe	Updates to UC Libraries website **DOC Meeting Minutes** August 23, 2019 minutes posted and available at: https://libraries.universityofcalifornia.edu/doc/meetings	DOC members to alert staff on local campuses
		Current DOC Projects: **UC Libraries Collaborative Reference Project Team** DOC Liaison: Alison Regan, UCI Status: Aug 2019 - Charge and membership finalized **Digital Preservation Strategy Working Group Phase 2** DOC Liaison: Sarah Troy, UCSC Status: Aug 2019 – Charge under development **Investigation of Resource Sharing Systems Project Team** DOC Liaison: Ann Frenkel, UCR Status: Underway; final report due December 2019 **Revising the UC Guidelines for Efficient Archival Processing Project Team** DOC Liaison: Sarah Troy, UCSC Status: Underway; due December 2019	

		UCL Digital Reformatting Guideline Revision Project Team DOC Liaison: Sarah Troy, UCSC Status: Underway; due October 2019 **UC Libraries Materials Transportation RFP Project Team** DOC Liaison: Catherine Friedman, UCSD Status: Underway; end date unknown	