

University of California Direction & Oversight Committee (DOC)

Agenda
April 14, 2020

Chair: Felicia Poe
Note Taker: Katie Ritchey

Zoom: <https://UCOP.zoom.us/my/feliciapoe>

Members in attendance:

Beth Dupuis (UCB)	Antonia Osuna-Garcia (UCLA)	Roger Smith (UCSD)	Felicia Poe (CDL)
Rice Majors (UCD)	Donald Barclay (UCM)	Anne Frenkel (UCR)	Joshua Hutchinson (UCI, LAUC)
Alison Regan (UCI)	Sarah Troy (UCSC)	Micquel Little (UCSF)	Katie Ritchey (UCSC)
	Alan Grosenheider (UCSB)		

Regrets: Judy Consales (UCLA)

Guest(s): Antonia Osuna-Garcia, Health & Life Sciences Librarian, Nursing, UCLA Louise M. Darling Biomedical Library (sitting in for J.Consales)

Agenda Item	Time	Duration	Responsible	Documents	Notes
<p>Housekeeping</p> <p>Welcome Antonia Osuna-Garcia, sitting in for Judy Consales (UCLA)</p> <p>Selection of DOC Vice-Chair: March 1 - Begin DOC internal nomination and voting process April 1 - Current DOC chair submits name of selected chair-elect to CoUL for approval May 1 - June 30 - Chair and Chair-elect manage leadership transition July 1 - Chair-elect assumes leadership</p>	1:00pm	10 min	DOC Chair	<p>DOC Charge (includes member responsibilities) Rev. 02/14/17</p> <p>DOC Steering Committee membership Rev. 06/09/17</p>	<p>DOC leadership (Chair, Vice Chair) will transition on July 1. Current leadership:</p> <ul style="list-style-type: none"> Chair, Felicia Poe Vice Chair, Donald Barclay Past Chair, Sarah Troy <p>Background - the incoming Vice Chair will serve on the DOC Steering Committee for one year, followed by one year as Chair, followed by one year as Past Chair.</p> <p>Action: Anyone who is interested in serving as Vice Chair, contact Felicia by end of day 4/15.</p>

Agenda - University of California Direction & Oversight Committee (DOC) – 04/14/2020

Agenda Item	Time	Duration	Responsible	Documents	Notes
<p>HathiTrust Emergency Temporary Access Service</p> <p>Request for DOC to host informational webinars, conducted by Kathryn Stine.</p>	1:10pm	5 min	Poe		<p>Kathryn Stine (CDL) will be conducting informational webinars on the HathiTrust ETAS for the campus liaisons and other interested staff. She requested that the webinar be “sponsored by DOC”.</p> <p>Paperwork in place for all campuses.</p>
<p>UC Libraries Collaborative Reference Project Team DOC Liaison: Alison Regan (UCI)</p> <p>Alison will walk through next steps in the transition to Springshare, answer questions about cost models, timeline, etc.</p>	1:15 pm	15 min	Alison Regan		<p>In Alison’s absence Felicia Poe led this discussion.</p> <p>Team is working with Springshare on next steps, including what the process of transitioning looks like, and finalizing price models once we know which campuses are participating. We may see some minor price changes but don’t expect anything surprising. We should have next steps identified within the next week.</p> <p>Antoinette officially ends her role at the end of June. Doc needs to identify someone to take over.</p> <p>Action: Campus decisions in regards to future participation due by end of 4/15/20 from Doc members. Please email decisions to both Felicia and Alison. Campuses who need a little extra time can reply by the end of the week.</p>

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Agenda Item	Time	Duration	Responsible	Documents	Notes
<p>CoUL request to DOC re engaging staff and information sharing</p> <p>Brainstorm ideas for achieving CoUL’s request that DOC develop an information sharing channel</p> <p>Idea: Monthly DOC + AUL interest group meeting. Scheduled during one of the Tuesdays @ 1-2pm when DOC doesn’t meet. (Time slot typically used by DOC-SC.) First meeting will be April 21st or May 5th. Co-led by two DOC members.</p>	1:30	15 min	Poe	<p>See email from Danielle Westbrook to DOC, forwarded by Poe on 03/30/2020.</p> <p>Subject: CoUL request to DOC re engaging staff and information sharing</p>	<p>Specific to systemwide information sharing, CoUL asks DOC “to discuss and determine how, during the period of time impacted by COVID-19, the libraries can (1) engage staff and (2) facilitate information, skill and strategy sharing across those with like-functions systemwide. Such mechanisms might be informal, and where possible should build on existing structures and activities. DOC should determine how to best manage and maintain information sharing mechanisms (similar to or like the UCSD initiated systemwide service matrix).”</p> <p>Discussed ideas for how to hold a productive meeting across campuses. There is general support for hosting an informal meeting. Recommended that we have a specific prompt/topic for the meeting, and start with one meeting and then deciding the ongoing frequency,</p> <p>Action: BD, FP, and RM will work on putting together this meeting.</p>

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SILS SILS update, including debrief on the “SILS Migration Phases Explained” email distributed via SILS-News	1:45	15 min	Donald	From: UC Systemwide ILS News On Behalf Of Lena Zentall Sent: April 10, 2020 1:45 PM To: SILS-News-L Subject: SILS Migration Phases Explained	Expecting this project to move forward as planned regardless of COVID-19. Contact Donald if you have questions or concerns you’d like to have shared with the working group.
UC Libraries – COVID-19 service matrix during	FYI	FYI			Reminder to update your campus entry on the service matrix
UCDLFx 2021 Planning – Location, dates, local support, naming, etc.	FYI	FYI			At 03/25/2020 CoUL meeting, FP informed CoUL that UC Davis will host UCDFx 2021 on the UC Davis campus, March 3-4, 2021.
Updates and additions to UC Libraries website: https://libraries.universityofcalifornia.edu/	FYI	FYI			March 17, 2020 meeting minutes posted. See: https://libraries.universityofcalifornia.edu/doc/meetings

Current DOC Projects:

UC Libraries Collaborative Reference Project Team

DOC Liaison: Alison Regan, UCI

Status: Aug 2019 - Charge and membership finalized

Status: Communication of 12/04/19 from A. Avila indicates report may be finalized in January 2020

From: DOC-L <DOC-L@listserv.ucop.edu>

Sent: Tuesday, December 3, 2019 3:01 PM

Agenda - University of California Direction & Oversight Committee (DOC) – 04/14/2020

To: DOC-L <DOC-L@listserv.ucop.edu>

Subject: [DOC] Fwd: Request for an Extension on the Collaborative Reference Project

UC Libraries Collaborative Reference Project Team charge (07/12/19)

<https://ucmerced.box.com/s/0pd970rfkfc6ywy1gypizt2tu9vp67h>

Digital Preservation Strategy Working Group Phase 2

Charge: [Phase Two Charge \(November 2019\)](#) (includes membership list)

DOC Liaison: Sarah Troy, UCSC

Status: Launched November 2019

[Phase One Report \(April 2019\)](#)

Investigation of Resource Sharing Systems Project Team

Charge: [RSSI Charge 25March2019](#)

DOC Liaison: Ann Frenkel, UCR

Status: Underway; final report due August 2020

See: [RSSI Request for Extension 13Nov2019](#)

Revising the UC Guidelines for Efficient Archival Processing Project Team

DOC Liaison: Sarah Troy, UCSC

Status: Underway; group charged January 2019; final report due May 2020

See:

From: <DOC-L@LISTSERV.UCOP.EDU> On Behalf Of Sarah Troy

Sent: Saturday, October 26, 2019 4:03 PM

To: DOC-L <DOC-L@listserv.ucop.edu>

Subject: [DOC] extension requests: DOC Project Team: UC Guidelines for Efficient Archival Processing

UCL Digital Reformatting Guideline Revision Project Team

Agenda - University of California Direction & Oversight Committee (DOC) – 04/14/2020

DOC Liaison: Sarah Troy, UCSC

Status: Underway; due October 2019

UC Libraries Materials Transportation RFP Project Team

DOC Liaison: Elizabeth Dupuis, UCB

Status: Underway; end date unknown