

University of California Direction & Oversight Committee (DOC)

Agenda
April 28, 2020

Chair: Felicia Poe
Note Taker: Katie Ritchey

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

Members in attendance:

Beth Dupuis (UCB)	Judy Consales (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)		Steve Mandeville-Gamble (UCR, CoUL)

Regrets:

Agenda Item	Time	Duration	Responsible	Documents	Notes
<p>Housekeeping</p> <ul style="list-style-type: none"> Confirm DOC leadership beginning July 1, 2020 Explore Sarah Troy remaining on DOC-SC through June 2021 	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>Round robin COVID-19 updates</p> <p>DOC leadership (Chair, Vice Chair) will transition on July 1:</p> <ul style="list-style-type: none"> Chair, Donald Barclay, UCM Vice Chair, Micquel Little, UCSF Past Chair, Felicia Poe <p>Sarah Troy will remain on DOC-SC for the next year to maintain a four-person membership and allow Felicia to represent the CDL role.</p>
<p>DOC Discussion Group – Debrief re 04/21/2020 discussion “Workforce engagement and assignments”</p> <p>Review outcome of DOC 04/21/2020 discussion group - Modifications? Future topics?</p>	1:10	20 min	Poe	<p>See: 04/21/2020 discussion guide</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</p>

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<p>How to match up campus/unit that has a project they are willing to manage with campus/unit that has staff to contribute to project?</p>					<p>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>Generally, a positive response to the meeting. People appreciated both in person discussions and sharing information on the Google Doc. Decided we should plan one or more future meetings around specific topics. One potential topic for next meeting is discussing reopening.</p> <p>ACTION: FP will discuss further with DOC-SC and small group to finalize next meeting topic and date. FP will put together a google doc of articles and related resources.</p> <p>CDL may be willing to help facilitate projects across campuses.</p> <p>ACTION: FP will look into this further.</p>
<p>Update: UC Libraries Materials Transportation RFP Project Team DOC Liaison: Beth Dupuis, UCB Status: Underway</p>	1:30pm	10 min	B. Dupuis	Charge (Rev. 09.16.19)	<p>UCOP has finished their RFP process and has found 2 couriers (in and out of state) that meet general University shipping needs. Agreement will be signed in May.</p>

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					<p>Moving forward, the UC Libraries can have discussions with those vendors to see if they would meet library courier needs. There is an opportunity for another person to be part of this discussion if they are interested; Sarah Houghton was recommended.</p>
<p>Update: Digital Preservation Strategy Working Group Phase 2</p> <p>DOC Liaison: Sarah Troy, UCSC Status: Launched November 2019</p>	1:40pm	10 min	S. Troy R. Smith	<p>Charge: Phase Two Charge (November 2019) (includes membership list)</p>	<p>Group is working on submitting subgroup reports to the group writing the final report. Expect to have a draft report ready mid-June. Hope to get feedback from DOC in July to present final report to COUL in August.</p> <p>Group is starting to think about what phase 3 or 4 of this project would look like.</p>
<p>UC Libraries 24/7 chat reference service – transition from OCLC QuestionPoint to Springshare LibAnswers</p>	1:50pm	10 min		<p>Final Springshare service choices and pricing</p> <p>Implementation checklist</p>	<ul style="list-style-type: none"> • All campuses have decided on level of participation; Springshare has provided price quotes • Transition will be led by A. Avila (UCI), E. McMunn-Tetangco (UCM), and campus coordinators <p>Chris Martone from UCR will be serving as liaison for this group. Elizabeth McMunn-Tetangco can assist up to 10 hours a week until July 1st to help with transition and</p>

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					training. Due to library closures, Springshare is finding it challenging to get everyone transitioned by May 28 th because staff are dispersed.
“UC Libraries – Service Status during COVID-19” service matrix	FYI	FYI			Reminder to update your campus entry on the service matrix
UCDLFx 2021 Planning – Location, dates, local support, naming, etc.	FYI	FYI		https://docs.google.com/spreadsheets/d/1FC8MA2dAmkilvVZew3H3UT729VX5g3qel6ZtgEZQcKg/edit?usp=sharing	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. Beginning to look into contingency plans for effect of COVID-19 on conference. (i.e. virtual conference, recorded sessions, etc). CNI was proposed as a model. ACTION: DOC members should discuss options with their library leadership. We will discuss further at next meeting.
Updates and additions to UC Libraries website: https://libraries.universityofcalifornia.edu/	FYI	FYI			March 31, 2020 meeting minutes posted. See: https://libraries.universityofcalifornia.edu/doc/meetings

Current DOC Projects:

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UC Libraries Collaborative Reference Project Team

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

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/0pd970rfkfqc6ywy1gypizt2tu9vp67h>

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: revisions submitted to DOC for feedback, April 2020

UCL Digital Reformatting Guideline Revision Project Team

DOC Liaison: Sarah Troy, UCSC

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Status: Complete as of April 2020

UC Libraries Materials Transportation RFP Project Team

DOC Liaison: Beth Dupuis, UCB

Status: Underway; end date unknown

[Charge \(Rev. 09.16.19\)](#)