DOC Conference Call Meeting Notes
January 22, 2016

Present: UCB (Beth Dupuis), UCD (Gail Yokote, recorder), UCI (John Renaud), UCM & CoUL Planning Manager (Donald Barclay), UCR (Ann Frenkel), UCSB (Janet Martorana), UCSC (Sarah Troy), UCLA (Todd Grappone, chair), UCSD (Catherine Friedman), CDL (Felicia Poe), CoUL (Ginny Steel)

Absent: Julia Kochi (UCSF)

CoUL Update (Ginny):
1) Preparations for 02/12/16 CoUL meeting with UC President Napolitano
2) DOC Collaborative Tools Proposal; CoUL approved an annual budget rather than actual elements in the proposal
   a. CoUL provides annual budget to DOC ($11,000); managed by UCSC
      i. DOC has authority to utilize annual budget at will
      ii. Each campus plus CDL provides $1,000 each
      iii. **ACTION**: CoUL to decide yearend rollover budget issues (Ginny to follow-up)

Common Collaborative Tools / UCLAS Confluence Wiki (Todd)
1) **DECISION**: DOC will utilize funds from its newly instated annual budget ($11K total) to purchase a UCLAS-specific Confluence wiki
   a. **ACTION:** DOC team members (Julia Kochi, Felicia Poe, and Todd Grappone) will establish a DOC Project Team to implement the UCLAS wiki. Members will be drawn from campus library staff; implementation tasks will include purchase of license, initial account administration, migration and organization of content from current UCSF wiki, etc. Post-migration/implementation, ongoing support will be provided by a DOC shared service team.

CKG Process Review (Todd)
1) **DECISION**: DOC approved practice = DOC handles via email unless someone wishes to discuss as a call agenda item
   a. **ACTION:** email Todd if DOC member not agreed to above practice
2) Existing CKGs have deadline of Feb 12, 2016 to say whether still active
   a. Informal poll = all existing CKGs expect to continue under new structure
   b. Sarah Troy and Felicia Poe are managing the process of contacting the existing CKGs, gathering updated charges, posting to UC Libraries web site, etc.

Shared Print Strategy Team and Operations Teams Reporting Line/Structure (Ann)
1) A transition plan is needed to integrate the existing Shared Print Strategy Team and Shared Print Operations Team into the new UCLAS structure, including establishing a reporting line for both team's activities (e.g. collection services: selection and technical services, and public services: resource sharing & discovery implications)

2) Discussion re whether SP Strategy Team or SP Operations Team requires an additional member representing the CDL Discovery & Delivery Program. DOC doesn't support at this time but can be revisited in the future.
   a. **ACTION:**
      i. DOC task group will prepare a recommendation for DOC on how to integrate the Shared Print Strategy and Shared Print Operations teams into UCLAS. Task group includes Ann Frenkel, Catherine Friedman, John Renaud, and Gail Yokote. Goal is to finalize new reporting structure by **February 26, 2016.**
      ii. Ann Frenkel will inform Emily Stambaugh, Shared Print Strategy Team, about pending transition.
   b. Issues to consider:
      i. Because the SP Strategy Team has a limited (2014-2018) charge, investigate structuring it as a UCLAS project team reporting to DOC.
      ii. If the SP Strategy Team transitions to a DOC project team, can the SP Operations Team become a shared service team reporting to SP Strategy Team until 2018?
      iii. DOC liaison to current SP Strategy Team (either Ann Frenkel or John Renaud) will work with Emily Stambaugh on transition.

Shared Service Teams (Catherine)
   1) ILL Courier Shared Service Team – approval of charge
   With the new UCLAS, the ILL Courier Operations Team is being transitioned to an SST and requires a new charge based on the new SST charge template. The new charge was discussed and a minor amendment suggested. This will be conveyed by Catherine to team.
      a. **DECISION:** Charge for ILL Courier SST approved by DOC
      b. Issue outstanding: ILL Courier SST needs to transition off the old wiki space

UC Libraries Shared DAMS (Felicia)
   1) Project proposal introduced by Felicia, "Assessment of a Long-Term Solution for the UC Libraries Systemwide DAMS: Project Team Charge (DRAFT 01/14/16)". Essential question identified in proposal = assess a potential transition from Nuxeo to Fedora/Hydra as a systemwide DAMS solution.
   2) **DECISION**: Proposed project team charge approved by DOC
      a. **ACTION**: Felicia and Todd will identify a list of potential project team members. Ten-campus membership is not required.

UC3 Director (John Chodacki)
   1) Wishes to facilitate campus specific discussions on librarians and data curation training; has gathered preliminary info on campus practices via informal discussions with several campus contacts, including members of Data Curation CKG.
      a. Wishes to develop a better understand of what the campuses are currently doing or would like to do in the future regarding data

curation services and training. Is there space for systemwide activities?
2) UC3 has developed a brief survey with the goal of identifying campus data curation training needs.
   a. **ACTION:**
      i. John sends survey to DOC members who will send to appropriate individuals on campus
      ii. Felicia send Ithaka survey to John
      iii. Gail sends Felicia the UC Davis faculty Ithaka Survey which had data management questions

DOC LAUC Member Nomination (Todd)
   1) Practice = follow what was done for SCLG LAUC member appointment
      a. **ACTION:** Approved by DOC

Other
   1) CLS-SCLG transition on target
   2) DOC member engagement with CoUL, CDL units, etc.
      a. How to accommodate regular "contact" time with CDL units?
      b. How often should DOC "meet"?
         i. **ACTION:** Todd identifies DOC meeting time to address above topics