

**Direction & Oversight Committee
Meeting Agenda & Minutes**

May 26, 2017, 2:30-4:00pm

Attendees: Todd Grappone, Chair (UCLA), Donald Barclay (UCM) , Felicia Poe (CDL), Michael Kim (UCSB), Ann Frenkel (UCR), Peter Brantley (UCD), John Renaud (UCI), Julia Kochi (UCSF), Beth Dupuis (UCB), Catherine Friedman (UCSD), Sarah Troy (UCSC) Catherine Nelson, LAUC (UCSB), Lorelei Tanji, CoUL (UCI)

Recorders: Felicia Poe

Preparation Required by Attendees:

"Linked Data Use Cases Project Team Charge" DRAFT 05/11/17

"Shared ILS Proposal" DRAFT

"Proposal for Shared Fedora Development" DRAFT 05/01/17

Time	Lead	Activity	Notes/Decisions
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UCLAS Discussion

5 min	DB, LT	CoUL update and debrief Next CoUL meeting: F2F @ UCSD on June 19-20, 2017	
5 min	TG	DOC update Need to decide which DOC members will be cycling off in July; concern that we not have too many members cycling off next July 2018. Ann and Todd will strategize.	ACTION: Grappone and Frenkel will draft brief transition proposal for DOC.

Shared Plans & Priorities

15 min	All	DOC Webinar (May 18, 2017) debrief Webinar covered two topics: 1) Updates on the Shared Content Leadership Group's (SCLG) activities in regards to the UC Libraries Collections Vision Statement and the activities of SCLG subgroups, such as the STAR Team and the UC Microforms group. Speaker was SCLG Chairperson Martha Hruska, AUL for Collection Services, UCSD. 2) Updates from the Shared Print Strategy Team on UC's work with the HathiTrust Shared Print Monographs Program. The	ACTION: Troy will organize next webinar focused on CKGs.
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		<p>focus was on a) timelines and policies and b) the scope of UC participation. Speaker was Emily Stambaugh, Team Leader, Shared Print Manager, CDL.</p> <ul style="list-style-type: none"> • Approx 45 attendees attended the 05/18/17 webinar; no precise count • Do we want to consider a formal feedback mechanism? No, not necessary. • Value? Does DOC think the last webinar and the one before helped with issues of transparency and inclusion? Catherine Nelson of LAUC reports, yes, webinars are well received by LAUC members. <p>Future webinar topics:</p> <ul style="list-style-type: none"> • CKG overview, call for participation (Sarah – July) • CKG Lightning Talks • RLF developments • FedDocArc Project • Google mass digitization project (Ann) • Decision making rubric 	
10 min	FP, BD	<p>Launch of a DOC Project Team: Linked Data Use Cases Action required by DOC: Complete draft charge, approve, populate team</p> <p>"Reporting to the UCLAS Direction and Oversight Committee (DOC), the team charged to undertake the Linked Data Use Cases Project should be comprised of individuals from the UC Libraries and California Digital Library with expertise in areas such as digital object workflows, descriptive metadata practices, digital repositories, discovery functions and technologies and practices, and emerging digital library trends."</p>	<p>ACTION: Dupuis and Renaud will partner on completing charge for DOC approval by 07/23/17.</p> <p>Populate team and launch by 07/28/17.</p>
10 min	PB, TG	<p>Co-Development Shared Services – "Proposal for Shared Fedora Development"</p> <p>Grappone and Brantley drafted the "Proposal for Shared Fedora Development" in response to:</p> <ol style="list-style-type: none"> 1) The DAMS Technology Report (18Nov2016), specifically, Recommendation 4 2) DOC's initial rejection of Recommendation 4 3) CoUL's request DOC to explore opportunities for additional shared services <p>PB: Supports approach that requires minimal structure. Doesn't believe a highly organized technical project has the interest required to be successful at this time.</p>	<p>ACTION: Grappone and Brantley will continue to refine proposal and structure a draft charge for DOC review.</p>

15 min	All	<p>Future of UC Resource Sharing Project Team Final Report Phase 2 (April 21, 2017)</p> <p>Topic: Feedback about draft DOC response about Resource Sharing Report Recommendation #1 on shared ILS</p> <p>Give Lena Zentall, the FRSPT Project Manager/Team Leader, our approval to share the FRSPT reports for both Phases 1 and 2, and ask her to also post them at the UC Libraries site at: http://libraries.universityofcalifornia.edu/frspt/documents.</p> <p>Tell Lena that DOC plans to release FRSPT Phase 2 as of June 30 unless something unexpected comes up at CoUL June 19-20 meeting.</p> <p>DOC will complete conveyance memo and forward report w/memo to DOC by June 12 for discussion at CoUL June 19-20 meeting.</p>	<p>ACTION:</p> <p>Friedman will inform Zentall of DOC's approval to post report to UC Libraries website and that FRSPT team will be released on June 30.</p> <p>Brantley, Grappone and Dupuis will refine DOC response to Recommendation #1 (shared ILS) for integration into conveyance memo. Due to Friedman by 06/01.</p> <p>Friedman will draft conveyance memo by 06/02 and share with DOC for revision.</p> <p>Conveyance memo will be finalized and ready for forwarding to CoUL by 06/09.</p>
5 min	FP	<p>Melvyl switchover to WorldCat Discovery postponed</p> <p>Since late March when CDL's proposal to switch Melvyl from WorldCat Local (WCL) to WorldCat Discovery (WCD) was sent to DOC, two issues have emerged that have undermined the planned transition. After completing an assessment, the CDL Melvyl Operations Team decided not to move forward with the switchover to WCD this summer.</p>	<p>ACTION:</p> <p>DOC has been informed and approves.</p> <p>Lena Zentall will communicate to UC Libraries</p>

		Lena Zentall, CDL Melvyl Product Manager, will make broad UC Libraries announcement on Tuesday, May 30.	broadly on May 30, 2017.
5 min	TG	<p>DLF Style Meeting for UCs</p> <p>Grappone has assumed role of DOC Liaison for multi-campus group that is planning a DLF-style gathering UC Libraries. For now, his primary contact is with Brian Tingle of CDL.</p>	<p>ACTION:</p> <p>Grappone will continue in role as DOC liaison to DLF Style meeting Planning Committee.</p>
UCLAS Organizational Discussions			
10 min	CF	<p>ILL Courier Leadership Transition</p> <p>Shannon Monroe (UCB), who has been serving as the Team Leader since January 2016 is ready to move out of this position. Shannon's time as Team Leader has already been longer than what is specified in the charge for the team: 13 month appointment (1 year of service, one month to overlap with incoming Team Lead).</p> <p>Kelsey Lewis from UC Santa Cruz ILL unit is ready and willing to assume Team Leader position beginning June 2, 2017. Tara Gooden, Kelsey's supervisor, supports this appointment. (Thank you, Kelsey!)</p> <p>Also, position of ILL Coordinator is currently held by Alicia Amador (UCLA) and her term is ending in September. DOC will need to start the process to identify her replacement soon.</p>	<p>ACTION:</p> <p>DOC confirms leadership transition.</p> <p>Friedman will communicate with Shannon Monroe and Kelsey Lewis DOC's confirmation of appointment, support, and appreciation.</p>
Committee Logistics			
		N/A	