

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

December 15, 2017, 2:00-4:00pm

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

**Recorder:** Danielle Westbrook (CDL)

Zoom: <https://ucengage.zoom.us/j/8123706030>

Time	Lead	Activity, Notes, Decisions	Actions
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5 min	AF	DOC housekeeping	
5 min	MS	<p>Standing report from CoUL</p> <p>Günter Waibel, CDL AVP &amp; Executive Director, presented CDL's new strategic vision at the CoUL Dec. 15<sup>th</sup> meeting. If DOC is interested, Waibel is happy to present and share the vision with DOC as well.</p> <p>The CDL strategic vision is still being shared with upper administration at UCOP and with systemwide committees (e.g. SLASIAC, UCOLASC), so the vision documents aren't yet widely shareable.</p>	<p><b>Action:</b> Frenkel will invite Günter Waibel to the Jan. or Feb. DOC meeting to present the CDL strategic vision.</p>
5 min	AF	<p><a href="#">UCDLFx</a></p> <p>Registration recently opened up for UCDLFX. The DLFx steering committee hopes to have registration, demographic, and cost data for DOC by early January. Frenkel is also collecting UCR cost data (for hosting).</p>	<p><b>Action:</b> Frenkel will continue to pull together DLFx budget information.</p>

		<p>Several DOC members noted that UCDFx is a grassroots initiative; CoUL’s approval is not needed to begin planning DLFx 2019.</p> <p><b>Decision:</b> if DOC and the DLFx steering committee want to secure funding (either one-time or ongoing) from CoUL for future DLFx conferences, a proposal that outlines costs, demographics, and outcomes of the 2018 conference should be submitted to CoUL.</p> <p>A DOC member noted that an exit survey at the 2018 DLFx conference might be used to gather insight around attendee diversity, conference satisfaction, affordability, etc.</p>	
5 min	DB/AF	<p>Please review the documents here:  <a href="https://ucmerced.box.com/s/9a5gxnmsieohfam8ssxhikxak55twe">https://ucmerced.box.com/s/9a5gxnmsieohfam8ssxhikxak55twe</a></p> <ul style="list-style-type: none"> <li>• UCLAS Project Charter Revised (1)</li> <li>• Draft Message to CKGs</li> <li>• CKG Guidelines—Revised 11-2017</li> <li>• CKG Guidelines 2015_10_06</li> <li>• Decision Making Rubric</li> </ul> <p><b>Decision:</b> DOC members will send feedback to Barclay before the winter break.</p>	<p><b>Action:</b> Barclay will send out the documents in early January.</p>
20 min	CF and AF	<p>ILL Courier <a href="#">Shared Services Team</a> Leader needed.</p> <p>Kelsey Shapiro is changing positions at UCSC and will be stepping down as the Courier SST leader. A replacement needs to be identified immediately. Courier SST leader nominees are currently being collected. The team leader position can require up to 10 hours/week and is voluntary. DOC will need to review candidates and select a new leader via email before the next DOC meeting. Friedman will send an email to DOC members outlining the options along with a deadline for input to be provided. A decision will be made before the end of January. Several DOC members noted that, given the difficulties with TriCor and the systemwide</p>	<p><b>Action:</b> Friedman will manage DOC's review of ILL Courier SST leader nominees via email. A selection will be made and a new SST Leader put in place prior to the next DOC meeting.</p> <p><b>Action:</b> A small group (Frenkel, Friedman, Poe and Kochi) will assess the current state of voluntary shared service positions and draft a proposal for how these</p>

		<p>implications for the service, the voluntary model for the Courier SST is not working. Though the team members have been excellent, there hasn't been team continuity over the last few years and the re-training effort is a lot for the DOC liaison. Another member noted that the voluntary nature of the tier 2 resource coordinator positions poses similar difficulties; accountability and recognition for the (voluntary) efforts are also an issue.</p> <p><b>Decision:</b> some shared service coordinator and team leader positions should likely be formalized and potentially paid to better ensure accountability, continuity and recognition.</p>	<p>positions might be formalized to bring about better outcomes for the system and the individual coordinators/team leaders. The proposal will include concrete examples. The small group may also want to work with <a href="#">ASAG</a>. The group will aim to bring back a draft proposal for the February or March DOC meetings.</p>
5 min	BD	<p>The FedDocArc approach moving forward</p> <p>At the Nov. CoUL meeting, ULs from larger campuses expressed an interest in accelerating the FedDocArc timeline so that they could take advantage of the space reclamation opportunity. Do DOC members have any comments/feedback about the <a href="#">two timeline/prioritization options</a> outlined?</p> <p><b>Decision:</b> Given that option B minimally accelerates the archiving timeline and instead increases the risk for errors and delay, DOC supports option A.</p> <p><b>Decision:</b> Once the final edits are made to the FedDocArc report, the report can be distributed. Jayne Dickson (CDL) manages distribution to the systemwide user's council. The report will also be posted to the uclibraries website and CDL info.</p>	<p><b>Action:</b> Dupuis will write a response to CoUL, re: the proposed timeline (option A), and will work with Elizabeth Cowell, the CoUL liaison to FedDocArc, to send the written response to CoUL.</p> <p><b>Action:</b> Dupuis will write a conveyance message, to send with the finalized FedDocArc report to Jayne Dickson.</p>
10 min	JK/JR	<p>Update from Shared Content Leadership Group</p> <p>Update will be shared via email.</p>	
10 min	ST/JR	<p>Update from Shared Print Strategy Team</p> <p>Update will be shared via email.</p>	