Addendum (05-Sep-19)

Charge: SILS Shared Governance Task Force

Introduction

The systemwide Integrated Library System (SILS) working group has been charged with governance planning for phase 4 of the project and for planning ongoing, post implementation oversight of the SILS. As work on the current phase of the project (phase 3) has gotten underway, it has become clear that SILS governance planning should not be done in isolation of the current UC Libraries Advisory Structure (UCLAS). Accordingly, the SILS working group determined that a representative task force should be charged to focus on developing SILS shared governance.

Charge

Building on the governance work completed during phase 2 of the SILS project, the SILS Shared Governance Task Force will define shared governance principles and needs, and propose improvements to the phase 4 organizational structure and new structures/components for phase 4 harmonization and implementation, including the creation of shared decision-making mechanism(s).

Similarly, the task force will define shared governance needs and propose structure(s) for phase 5 onwards (post go-live). The task force will recommend how and when SILS governance will smoothly transition from its current configuration as a satellite model, connected to UCLAS as a CoUL-charged project, to a permanent fixture in UCLAS. For proposed governance group(s), the task force will consider and recommend representative types (e.g. ex officio, appointed, functional, campus etc.), term lengths, and other necessary committee structures.

In determining how SILS shared governance should be integrated into UCLAS, the working group assumes that the task force will assess the libraries' advisory structure and whether the existing UCLAS components adequately support SILS governance (and for that matter, other technology- and service-based systemwide infrastructure). Accordingly, the working group asks that the task force consider and if necessary recommend potential changes to UCLAS alongside the SILS shared governance recommendations, for CoUL's consideration and endorsement.

The work of the task force will likely be shaped by the outcome of the SILS Request for Proposal (RFP) process and the selected vendor and product. The task force will consult with committees within UCLAS as needed, and will also consult and collaborate with the SILS Working Group and SILS Harmonization subgroup around assumptions and ideas developed through work carried out so far. The task force will have access to a redacted version of the confidential SILS phase 3 mid-term report, which outlines some of the initial FTE estimates for phases 4 and 5.

Reporting line

The SILS Shared Governance Task Force will report to the SILS Working Group. Working group representatives on the task force will facilitate communication and timely feedback between the task force and working group. Key deliverables will go through the working group to CoUL, for review and

endorsement. The DOC liaison to the task force will share task force updates and seek feedback from DOC. The SILS Harmonization subgroup representative will share task force updates, seek feedback and facilitate collaboration with the subgroup, and ensure the work of the task force and subgroup are appropriately aligned. The task force co-chairs will join the SILS steering committee call each month or as needed.

Timeline and select deliverables

Part 1 (April – December 2019):
- Review and assess the phase 3 SILS organizational structure and peer shared ILS governance structures.
- Develop and propose principles for a SILS shared governance structure. The principles should be applicable to both project-based and ongoing SILS shared governance, though the task force may recommend revisions and/or new principles during part 2 of their charge. The principles will be delivered to the working group for review and feedback at the June 28th Working Group meeting. The principles will then go to CoUL for their review, feedback and endorsement at the July 9th CoUL meeting.
- Identify and/or build potential SILS decision-making mechanisms, including those for harmonization and policy/best practice development. This work should be done in collaboration with the SILS Harmonization subgroup, who will begin carrying out harmonization pilots and projects in phase 3 (this work, and the subsequent SILS-H report, will be shared with the task force). Shared decision-making mechanism(s) will be implemented in phase 4.
- Potential improvements to the current governance structure, proposed new decision-making models/mechanisms and other pertinent work will be shared with the SILS Working Group for review and feedback at their August 9th or 23rd meeting. The mechanisms and work will then go to CoUL for review and feedback at their September CoUL meeting. These check-ins are an opportunity for the task force to request feedback and direction from the working group and CoUL.
- Consider what collaboration tools and technical infrastructure are needed to support SILS shared governance. Consult with the SILS co-project managers as needed.
- Determine if improvements to the phase 4 organizational structure should be proposed and identify new structures/components for phase 4 harmonization and implementation, including shared decision-making mechanism(s).
- Submit a report that includes a summary of work and recommendation(s) for phase 4, to be delivered first to the working group for the November 15th meeting for review and endorsement, and then to CoUL in advance of the December 20th meeting for review and endorsement. Draft phase 4 charges should be included. The summary should include the task force's initial recommendations for how SILS shared governance might change when the SILS moves from being project-based to operational, and recommendations around potential mechanisms for shared decision-making. If the task force recommends changes to their charge, those recommendations should be included in the report.

Addendum (05-Sep-19)

Part 2 (to be carried out upon completion of part 1, during phase 4):
Part 2 will be shaped based on feedback from the task force, CoUL and SILS working group. The task force will be asked to propose when part 2 deliverables should be completed during phase 4 (which runs until June 2021).

- Assess the phase 4 shared governance model and the mechanism(s) for carrying-out harmonization and establishing SILS-related policies and best practices.
- Analyze and recommend how the SILS shared governance will transition from being project-based to operational, and how it fits into UCLAS.
- Determine whether the SILS shared governance principles need to be revised (and recommend changes, if needed).
- Recommend additional work (i.e. part 3), either to be charged to this task force or to a new group.

Roster

The SILS Shared Governance Task Force is a representative group, including campus, CDL and RLF members, and with both existing working group members and those new to the SILS cohort. For part 1 of the charge, the task force will likely meet once or twice a month. For part 2, the task force will be asked to propose a meeting schedule within the parameters of phase 4 (November 2019 to June 2021, though part 2 of this charge will not begin until January 2020).

A variety of experience will be represented across the task force, potentially including administration, leadership, UCLAS and UC Libraries governance, project management, SILS working group, and public services, technical services and systems expertise.

- Ginny Steel, University Librarian, UCLA (co-chair)
- Aislinn Sotelo, Program Director for Metadata Services, UC San Diego (co-chair)
- Sarah Houghton, Discovery and Delivery Director, CDL
- Felicia Poe, Deputy Director, Operations, CDL (DOC representative)
- Cathy Martyniak, Director, SRLF (RLF and SILS Harmonization subgroup representative)
- Lynne Grigsby, Director Library IT, UC Berkeley (*interim UCB representative*)
  - Note: Salwa Ismail, AUL for IT and Digital Initiatives, will shadow Lynne on the task force starting in June and take over as the sole UCB representative at a date to be determined.
- Peter Brantley, Director Online Strategy, UC Davis
- Alison Regan, Associate University Librarian for Public Services, UC Irvine
- Donald Barclay, Deputy University Librarian, UC Merced
- Kevin Comerford, Assistant University Librarian for the Digital Library, UC Riverside
- Susan Boone, Collection Technical Services Operations Manager, UC San Francisco
- Michael Kim, Interim Associate University Librarian for Collections, UC Santa Barbara
- Sarah Troy, Director of User Services & Resource Sharing, UC Santa Cruz

Staff
- Kathy Brown, Executive Assistant, UCLA (scheduling, zoom management)
- Danielle Westbrook, Systemwide Library Planning Analyst, CDL

Addendum (05-Sep-19)

Addendum to the SILS SGTF charge

Because of the delay in charging the SILS Shared Governance Task Force (SGTF), the timeline for part 1 has been revised as follows:

Part 1 (now June 2019 – February 2020)
- ○ The principles will be delivered for review and feedback at the August 23 or September 06 SILS Working Group meeting. The principles will then go to CoUL for their review, feedback and endorsement at their September 16-17 CoUL meeting.
- ○ Potential improvements to the current shared governance structure, proposed new decision-making models/mechanisms and other pertinent work will be shared with the SILS Working Group for review and feedback at their November 01 meeting. The proposed mechanisms and structures will then go to CoUL for their review and feedback at their November 22 meeting.
- ○ The part 1 final report, which will include a summary of work and recommendation(s) for phase 4 (shared governance model, decision-making mechanisms), will be delivered to the working group for their February 07 meeting for review and endorsement, and then to CoUL in advance of their February meeting (to be scheduled) for review and endorsement.