Guidelines for Common Knowledge Groups

Summary and Background

Common Knowledge Groups (CKGs) are standing groups of experts or pioneers in areas of interest to the University of California Libraries (UCL). The intention of CKGs is to foster innovation and continuous improvement by providing a venue for staff across campuses and from various levels to exchange ideas and collaborate on systemwide initiatives. Although CKGs may communicate with groups in the UCL Advisory Structure, they are not intended to make systemwide policy decisions, manage projects or project teams, or oversee ongoing services. At the direction of the Council of University Librarians, face-to-face meetings for CKGs are not supported through the UCL Advisory Structure or systemwide funding. Rather, CKGs communicate and collaborate exclusively through online and virtual means.

CKGs are proposed by UC Libraries' staff who identify an issue, topic, subject, or content format that would benefit from the creation of a cross-campus community. The Direction and Oversight Committee (DOC) provides these guidelines for the creation, sustainability, and disbanding of CKGs. CKGs write their own charters following the template in Appendix 1 and have open membership. UC campuses and CDL have the responsibility to determine whether and how they will participate in CKGs.

Key Expectations
1. Maintain an email list for use by the CKG open to all interested UC Libraries staff.
2. Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.
3. Gather and share information about the environment, opportunities, new technologies, best practices, content, and local campus developments within a defined knowledge area.
4. Provide input and information to other UC Libraries groups as requested.
5. Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities. Ideas for new projects - including surveys – must be presented to DOC for approval through the UCLAS Project Proposal Template.

Membership

CKGs are designed to be inclusive and diverse groups. Each CKG must have at least five members representing at least two of the ten UC campuses to be formed, with the promise that interest may grow. CKGs may include non-UC members (Stanford, USC, Claremont, etc.);

in those cases, it is important to maintain the confidentiality of UC negotiations such as for shared resources or new software.

Each CKG is encouraged to have a convener who takes responsibility for convening meetings, tracking the progress of activities, and coordinating responses to requests from other UC Libraries groups. CKGs may choose the method of selection or election that works best for them, as well as the length of term of the convener position. These elements will be documented in the CKG charter. Participation is encouraged from all CKG members.

Activity & Communication

CKGs should demonstrate active and sustained engagement. CKGs will use electronic means such as email, teleconferences, wikis, and websites to conduct their business and document their activities. Minutes of meetings and other documentation should be posted on the UC Libraries website or wiki.

Creation of CKGs

Any group of subject matter experts or pioneers wishing to investigate or pursue areas of interest to the UC Libraries may propose the creation of a CKG. In order to create a CKG, its founding members shall:

- Verify on the UCL Advisory Structure web site that the knowledge area is not covered and it does not overlap significantly with a knowledge area of another CKG.
- Gather the starter group of members with representation of at least five members representing at least two of the eleven UC Libraries.
- Identify a convener for the CKG.
- Complete a CKG Charter using the template provided in Appendix 1 and submit via email to the DOC CKG liaison.

The DOC CKG liaison will review CKG charter proposals to ensure there is no significant overlap with other CKGs (in which case a CKG may not be approved).

Disbanding of CKGs

Over time, CKGs should evolve to reshape their scope, address new issues, and embrace new membership. CKGs that become too small or inactive should disband.

A CKG can be disbanded at the request of its members, or after a signal from any member of the UCL Advisory Structure groups that the CKG has become inactive.

Appendix 1: Charter Template
<CKG name> Common Knowledge Group Charter

1. **Summary and Scope of Work**
This CKG is a standing group of experts and pioneers in the area of <knowledge area>.
This CKG communicates with and provides support to the UCL Advisory Structure but does
not make systemwide policy decisions, manage projects or project teams, or oversee
ongoing services.

<Provide a statement of purpose/mission that supports the UC Libraries' Systemwide Plan
and Priorities, including the aspirational impact of this CKG>
<Define the knowledge area that the CKG is covering, as well as any key associated areas
that fall outside the scope of this CKG>

2. **Key Expectations**
This CKG will:
   ○ Gather and share information about the environment, opportunities, new
     technologies, best practices, and local campus developments within a defined
     knowledge area.
   ○ Provide input and information to other UC Libraries groups as requested.
   ○ Discuss innovative ideas and improvements relevant to the UC Libraries'
     Systemwide Plan and Priorities.
   ○ <Other responsibilities chosen by the CKG in the limits of the guidelines>

3. **Membership and Terms of Appointment**
<List of current members following the CKG guidelines >
<Process for selecting convener(s) and any term lengths>

4. **Communication and Meetings**
This CKG's communication responsibilities are to:
   ○ Maintain an email list for use by the CKG; CKGs with open membership will
     maintain lists open to all interested UC Libraries staff.
   ○ Post and maintain a historical record of meeting minutes and reports, accessible to
     all interested UC Libraries staff.
   ○ Ideas for new projects – including surveys – must be presented to DOC for approval
     through the UCLAS Project Proposal Template.

This CKG will communicate regularly through these forums:

<Add email listservs, web sites, wikis, etc>