**COLD Executive Meeting Minutes**

**September 28, 9am - noon**

**Attendees**

Chair: Curt Asher (Bakersfield)

Vice chair: Jen Fabbi (San Marcos)

Past-chair: John Wenzler (East Bay)

Secretary: Amy Wallace (Channel Islands)

CAT chair: Stephanie Sterling Brasley (Dominguez Hills)

EAR chair: Mark Stover (Northridge)

STIM chair: Patrick Newell (Chico)

At-Large: Amy Kautzman (Sacramento)

ULMS Governance chair: Carlos Rodriguez, (Los Angeles)

Chancellor's Office:

David Walker

Eddie Choy

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**Discussion Items**

**Action Items**

9-10:30 How can we formalize a budget request process? What do we need to know, what evidence do we need to develop, and what do we need to do to establish a process in which we can present evidence and argue for a funding

Needs to be more systematic

Best advocacy is at the campus level, Loren needs to hear from Provosts and Presidents

CO budget starts in March to forward up.

Strategic Planning and Budget Task Force is needed. This group will create a system framework to connect strategic initiatives to budgets and form working subgroups to consider how we might get money centrally, collective models, and outside funding sources such as grants or crowd sourcing.

10:30-10:45 Break

10:45-11:15 Final agenda review and discussion of privacy

Who needs to be at the table for the privacy discussion? What our library rules, what IT Security perspective. What are rules, regulation, polices, practices around information privacy. We can’t control information that leaves our system or sharing. Jen will share individual privacy policies. Mark shared the CSUN privacy policy:

It is the policy of the Oviatt Library to respect the privacy of all users to the extent physically and logistically possible and permitted by law. The Library will not reveal the identities of individual users (names, addresses, telephone numbers, i.d. numbers) or reveal what information sources or services they consult (books checked out, websites visited), to anyone outside the library organization unless required to do so by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

CBA reassign for probationary faculty.

11:15-11:45 Furthering and enhancing our strategic planning process.

Jen proposed creating a TF with 2 month timeline to flush out and share the strategic plan for input. This will be the strategic and budget planning T F. Broaden to be a CSU Library Plan. Add values including diversity. Maybe ALA bill of rights. Also learning and privacy. Too materials centric. What about the people aspects of what we do to teaching/learning, eye towards student success. To connect to collective faculty/staff development, budget, assessment. Don’t lose outcomes. Reduce library jargon to use with Provosts.

Talk about where we are with strategic plan. Charge the Strategic Plan and Budget Committee. Have a 45 input session. Have them get input from all. First week of Nov. Deans will be asked to send out to answer survey committee. Send all Have committee bring to a mid-Nov to exec and 2 weeks before COLD prior Stanislaus.

11:45-12 Wrap up and project suggestions

**COLD Meeting Minutes**

**September 28-29, 1-5, and 9-noon**

**Day One Attendees**

Curt Asher (Bakersfield), Amy Wallace (Channel Islands), Patrick Newell (Chico), Stephanie Brasley (Dominguez Hills), John Wenzler (East Bay), Del Hornbuckle (Fresno), Amanda Dinscore (Fresno) Clem Guthro (Fullerton), Cyril Oberlander (Humboldt), Roman Kochan (Long Beach), Carlos Rodriguez (Los Angeles), Michele Van Hoeck (Maritime), Frank Wojcik (Monterey Bay), Mark Stover (Northridge), Ray Wang (Pomona), Amy Kautzman (Sacramento), Cesar Cabellero (San Bernardino), Tracy Elliot (San Jose), Adriana Popescu (San Luis Obispo), Jennifer Fabbi (San Marcos), Jonathon Smith for Karen Schneider (Sonoma), Ron Rodriguez (Stanislaus), John Tarjan for Susan Gubernat (CSU Academic Senate Rep, East Bay), Jenny Zorn (CSU Provost Rep, Bakersfield), David Walker (CO), Alice Kawakami (CO), Eddie Choy (CO).

Discussion Items

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**Day One Discussion Items**

Introductions and Institutional Repository update

SDLC Report was sent out. Includes updates on ULMS and Scholarworks. Scolarworks was using dSpace and we will be moving to hydra. In the middle of the transition. San Marcos is the early pilot. Moving from CO to amazon to support this service. Top priority is to hire a person to lead this project. Aaron will consult in the meantime. Hope to have someone hired soon. Will give an update at the December meeting.

Standing Committee Briefings

* CAT (Stephanie Sterling Brasley) link here. Looking at an old survey on collecting like statsistics that we can use to gauge impact across campuses.
* STIM (Patrick Newell)

STIM held its first Zoom meeting last week, and notes were taken (to be developed into minutes after review by the entire committee).  I’ve attached these notes to this email for your review.  A number of topics we’ve been discussing (e.g. Vivo) are included in the list of work STIM plans to undertake/investigate.  At the October meeting, the committee will group the different technology work listed into projects, identify project leads (and those on campuses already engaged in the technology/work), and begin developing formal project proposals for COLD to review. STIM wants to spin off small more focused worked groups. See Report.

* EAR  (Mark Stover)

Need to follow up on budget plan and working group reports. ECC budget has been static for 10-15 years. The structural deficit remains. We get offers from vendors all the time. Proquest has a unique offer for textbook eBooks. We have not gone there before. Proquest piloted with Western Australia, and it was seen as a success. EAR thinks it might be something that the CO may be wanting to pilot with interest in Merlot. Maybe we go with 12-13. Maybe with Follett.

Other projects textbook swap, renting 5 most popular, bookstore partnerships, etc.

ULMS status and CSU+ Update (Anya Arnold/ David Walker/Carlos Rodriguez/Brandon Dudley)

ULMS coordinating committee formed. Members sent out. Governance committee has met once, and will meet monthly. Got an update from the functional committees. Explored ideas for things we can work on as a system and other collaborative opportunities. How to leverage to influence Alma and Primo. All functional committees have met once or twice. Mostly on organizational discussion to transition from implementation to post-implantation concerns. Also TFs within the subcommittees are being formed. Carlos will post things that they are working on. See report.

David Walker sent out the SDLC report. Please send feedback on where CO should be placing their efforts. Reminded we are in the optimization year for the ULMS implementation. Filling gaps of knowledge and training. Altering work flows and trying new functionality. Exploring analytics. Next year will be the new strategic directions phase.

Marchive Online Government Document Records half campuses getting now all can get centrally for less money. Question is how do we pay for it? Motion: Have those already pay to Marchive and now pay centrally into the reduce cost centrally for a year. Will revisit this practice next year. Motion carries. The charges will come through memo to those campuses.

Anya Arnold gave an update on CSU+. See posted presentation and report.

ECC-eBook and ProQuest issues (Eddie Choy)

Creating a program to work with vendors to offer training to librarians. Pilot is working with CSUN to develop a training with Proquest for a webinar on Alma data migration. Hope to launch in mid-October.

Budget Status and CO update (Gerry Hanley)

Gerry shared the budget. Got request and a bit extraMoney can be moved around. Two place holders are Leganto and WEST. San Marcos is piloting Leganto.

Strategic Planning update (Jen Fabbi)

Talk about where we are with strategic plan. Charge the Strategic Planning and Budget Committee. Have a 45 input session. Have them get input from all. First week of Nov. Deans will be asked to send out to answer survey committee. Send all Have committee bring to a mid-Nov to exec and 2 weeks before COLD prior Stanislaus.

Feedback:

* More student centered/people center
* Diversity
* This should be about the CSU Libraries and not COLD
* Axe the ULMS
* Assessment throughout
* Flesh out #2
* Grants should be added as a means
* Get rid of library jargon
* Attach to the library bill of rights in terms of our values
* Provide shared training opps for faculty and staff, pursing excellence with an eye to quality service
* Community should be included, community minded, town-gown, consider stakeholders, community engaged
* Shared acquisitions, shared print
* Adding more on digital preservation, and even campus on digital preservation
* Shared technologies and shared innovation, pilots, developing system-wide policies practices and best practices with physical spaces
* Advocacy of impact on student and faculty success
* Shared staffing in areas that make sense, developing shared expertise, other types of shared infrastructure
* Concept of open access, under values and then placing in digital collections
* Add to values of office of intellectual freedom, levering technology, separately add communicating library value to the CSU and individual campus missions, focused communication strategy
* Advancing creative thinking is a plus
* A focus on Efforts-initiatives to enhance student learning and student success
* Unified tech solutions
* Social justice, rethink how we are presenting goals…and then strategies…and then list out indicators or success, culture of communication, honesty, and trust
* Equitable access as a value and as a goal
* Equity in values, under assessment change to “demonstrate how instruction”, change goal 4 to be all the ways we can leverage shared technology and expertise….and remove the content piece.
* Inclusion, equity, social justice
* Information literacy as values and as a goal
* Shared reference services and digital storage
* Anticipating needs for students and faculty to be successful
* Aspirational aspects
* Articulating to constituencies and continuing the marketing.

The Strategic Planning, Budget, Infastructure Jen, Amy K, Stephanie, Clem, Del

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**Day Two Discussion**

**Meta Archive Cooperative (Clem Guthro)**

Digital Preservation network. Have a new pricing model, which might be more affordable as a collaborate model. Motion: Have EAR and STIM look at ways forward for the preservation of our licensed and unlicensed content in light of hydra, Metarchive, LOCKSS, and other tools that have been explored by these two committees.

**Copyright Collaborative (Copyright Collaborative)**

Watched an ALA video titled Library Copyright First Responders Best Practices. Patrick would like to bring Kyle to work with the CSU Librarians and Staff who is interested in this topic and the various deep dives into domain like music or multimedia. Patrick is seeking a grant. Is this bigger than us and is this something we want to go to TLT in the CO. Expenses would be to compensate Kyle and sending people there. Systemwide web page for copyright. Who might help us pay for this within the CSU. Talk about ethos of risk adversity in this area. Motion: COLD appoint a TF to investigate the model of Copyright First Responders.

**Shared professional development ideas (Amy Kautzman)**

A summary of the professional development survey was provided via email. The entire survey is posted on confluence. 57% of us deeply want to send faculty to Management Training w/DeEtta Jones. 33% are somewhat interested. 9.5% are not interested.  (total responses 21). 61% of us deeply want to send faculty to Scholarly Communication Training. 33% are somewhat interested. 5.5% are not interested. (total responses 18). 25% of us deeply want to send faculty to ACRL Immersion Training. 56% are somewhat interested. 18.75% are not interested. (total responses 16). Other trainings we should consider: Data management/DigHum; Info on 1st gen students, especially Hispanic; Assessment of Infoliteracy, other ways we contribute to student success; Science boot camp for librarians; Project management and library publishing; Excel; ArchiveSpace; Stats and analysis; and Managing and exploring the evolving role of student employees.

Sacramento would host Management (Entry and Experienced). Maybe a Scholarly Communication hosted by Channel Islands and Sacramento. Diversity, Inclusion and Unconscious Bias. Assessment Training. Liasion connection new roles. New Models of Reference, Outreach, and Faculty support. Advancement contributions reputation, Marketing, donor relations. Bring ADs together. Dealing with special population like homeless and mental illness. ArchivesSpace.

**Questionpoint presentation (Johanna Alexander, CSU Virtual Reference and QP Coordinator)**

Gave a summary of the presentation and report are posted on confluence. Members want to maintain even with drop in questions.

**Items for the Action Log:**

1. Mark Stover will poll campuses to see who has a Follett Bookstore, and gauge interest in a Proquest pilot.
2. Campuses that already pay into Marchive will now pay centrally to reduce overall cost. Individual was 19,000, central will be 15,000. This practice will revisit this practice next year. Motion carries. The charges will come to those campuses through memo.
3. Mark Stover will poll campuses to see who has a Follett Bookstore, and gauge interest in a Proquest pilot.
4. EAR and STIM will be charged to look at ways forward for the preservation of our licensed and unlicensed content in light of hydra, Metarchive, LOCKSS, perpetuity acquisition, and other tools that have been explored by these two committees.
5. COLD appoint a TF to investigate the model of Copyright First Responders.