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Works from UC Libraries SILS Project

Title
Phase 4 (March 2020-Sept/Dec 2021) Shared Governance Model

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SILS Phase 4 (March 2020 - Sept/Dec. 2021) Shared Governance Model

Council of University Librarians (CoUL) - *Project Sponsor*	Direction & Oversight Committee (DOC) - *Consultant*

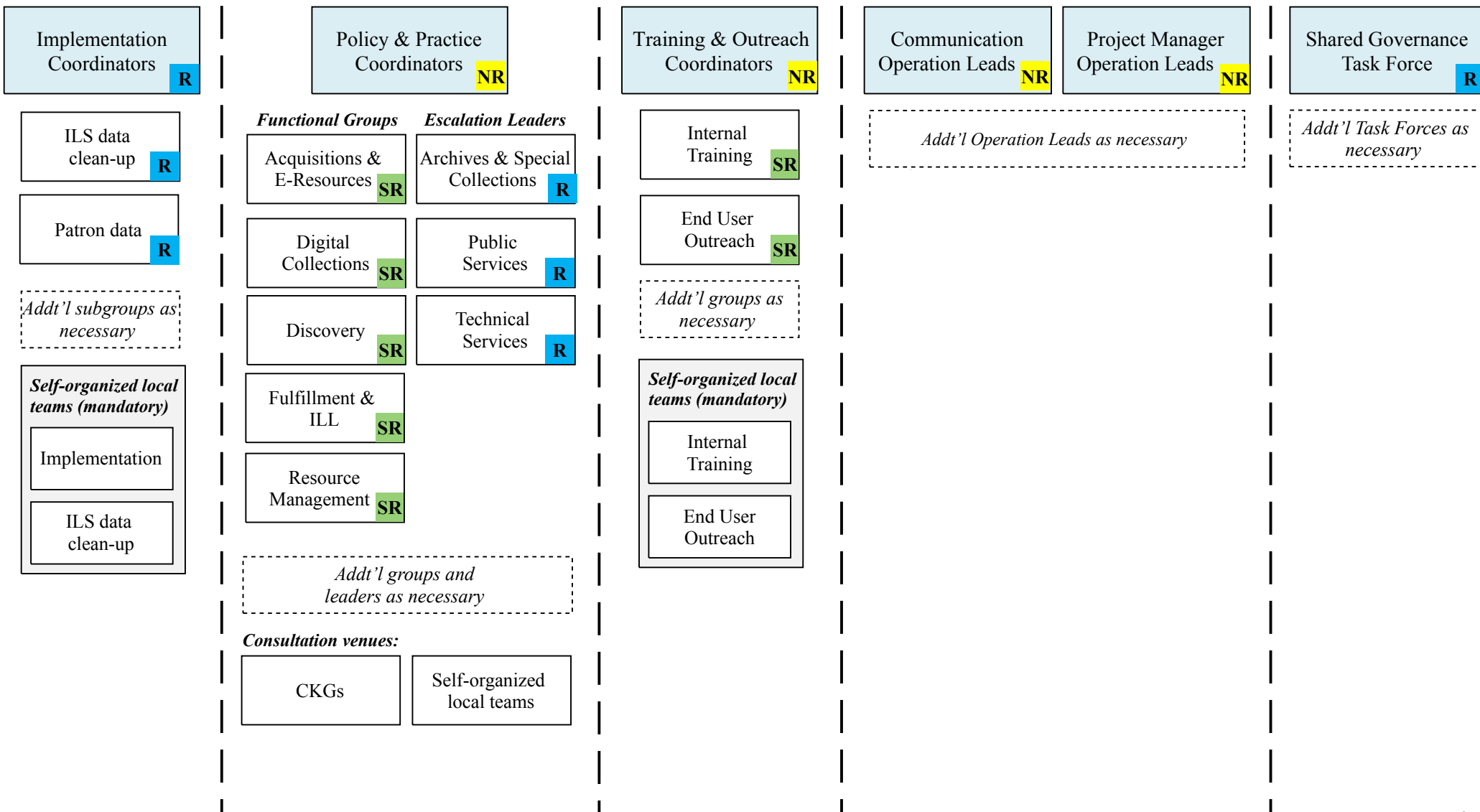SILS Working Group
(to include a steering committee) `NR`

Implementation Groups —— **Policy & Practice Groups** —— **Training & Outreach Groups** —— **Operation Leads** —— **Task Forces**

Implementation Coordinators `R`	Policy & Practice Coordinators `NR`	Training & Outreach Coordinators `NR`	Communication Operation Leads `NR`	Project Manager Operation Leads `NR`	Shared Governance Task Force `R`

Implementation Groups

ILS data clean-up `R`

Patron data `R`

Addt'l subgroups as necessary

Self-organized local teams (mandatory)
- Implementation
- ILS data clean-up

Policy & Practice Groups

Functional Groups | **Escalation Leaders**

Functional Groups	Escalation Leaders
Acquisitions & E-Resources `SR`	Archives & Special Collections `R`
Digital Collections `SR`	Public Services `R`
Discovery `SR`	Technical Services `R`
Fulfillment & ILL `SR`	
Resource Management `SR`	

Addt'l groups and leaders as necessary

Consultation venues:

CKGs	Self-organized local teams

Training & Outreach Groups

Internal Training `SR`

End User Outreach `SR`

Addt'l groups as necessary

Self-organized local teams (mandatory)
- Internal Training
- End User Outreach

Operation Leads

Addt'l Operation Leads as necessary

Task Forces

Addt'l Task Forces as necessary

Legend: `NR` Non-Representative membership   `R` Representative membership   `SR` Stepped Representative membership   ☐ Reports directly to the SILS Working Group   16-Jan-2020

Phase 4 Shared Governance Definitions

The proposed SILS phase 4 shared governance model has three core areas of work:
- **Implementation** (working at the systemwide and campus levels on systems implementation);
- **Policy & Practice** (supporting policy and practice decision-making specific to implementation, as well as more broadly determining what to standardize and what to keep local/campus-based);
- **Training & Outreach** (for UC Libraries employee training and end-user outreach).

The phase 4 shared governance model includes the following group types:
- **Working Group** leads and manages the project, reporting to CoUL and consulting with DOC;
- **Coordinators** report directly to the working group and are responsible for managing implementation, systemwide policy and practice, and training and end-user outreach;
- **Operation Leads** report directly to the working group and are responsible for operational leadership and support across the shared governance structure in areas such as communications and project management;
- **Task Forces** report directly to the working group and are responsible for specific activities (e.g. shared governance) that shape or interact with the work areas managed by the coordinators;
- **Functional Groups** report to the Policy & Practice Coordinators and are comprised of experts responsible for the discussion and decision-making around harmonization (i.e. determining when practices should remain local/campus-based and when/how they should be standardized);
- **Escalation Leaders** report to the Policy & Practice Coordinators and are comprised of campus leadership (e.g. managers, heads, AULs) around core functional areas (i.e. archives and special collections, public services, technical services); they are available when harmonization decisions need to be escalated;
- **Subgroups** will be charged by (and report to) the Coordinators as necessary (SILS Working Group approval is required when a new subgroup involves new FTE not already part of the cohort).

Membership for the phase 4 groups and subgroups will be:
- **Non-Representativ**e (a subset of the UC Libraries comprise the membership of the team);
- **Representative** (all campuses and CDL have a member on the team);
- **Stepped Representative** (all campuses and CDL have a Step A or Step B member on the team);
  - Step A members ("members") represent a fully participating campus; members attend meetings and participate in decision-making and activities defined in their charge;
  - Step B members ("liaisons") represent a campus that has assigned a liaison for informational purposes; liaisons share information and decisions with their campus colleagues and respond to information requests from Step A group members; liaisons do not participate in decision-making or attend meetings, but they proactively track group information and decisions using the available documentation and communication mechanisms;
  - For each applicable group, CoUL members will decide whether they have a Step A member or Step B liaison. Representatives will not be moved from Step A to Step B (or vice versa) mid-phase; exceptions may be considered by the SILS Working Group.