1. **COLD Standing Committees**

**8a. Shared Resources & Digital Content (SRDC) Committee**

Statement of Purpose:

The Shared Resources & Digital Content (SRDC) Committee is responsible for supporting cooperative and collaborative collection development and management across the CSU Libraries in support of the CSU core curriculum.

Committee Scope

* Collection Development associated with content in any format acquired or licensed that affects a minimum of 7 campuses;
* Collection Management associated with system-wide collection & digital content  initiatives or projects.

Committee Duties & Responsibilities

* Coordinate system-wide activities related to ECC & Opt-in content selection and deselection;
* Communicate ECCand Opt-In decisions and activities approved by COLD to the CSU Libraries;
* Recommend strategies and procedures for assessing the value of shared resources and digital content in support of the needs of CSU faculty, students and researchers;
* Develop and recommend policies and procedures that impact CSU acquired or licensed content;
* Support CSU Affordable Learning Solutions (AL$) Program;
* Collaborate with Accessible Technology Initiatives (ATI) for reviewing accessibility of Opt-In and ECC packages.

Committee Membership Composition & Structure

* 28 Members
* CSU Campus Representative appointed by Library Dean (23 members)
	+ 2-year term with no term limits
	+ Membership Criteria:
		- Expertise and experience in collection development, e-resource management, and/or acquisitions;
		- Reflects the campus’ racial, ethnic and cultural diversity and/or a commitment to diversity, equity and inclusion.
	+ Librarian at Moss Landing Marine Laboratories (MLML) or designee (1 member)
		- 2-year term with no term limits
	+ Two (2) COLD Liaisons (2-year staggered terms)
	+ SDLC Director or designee (permanent member)
	+ COLD Scholarly Communications Committee Liaison (2-year term)
	+ Campuses may designate a proxy to serve as a representative.
	+ Meetings: Closed. Only SRDC members and invited guests may participate. Town Halls meetings may be scheduled that will be open to everyone.
* Standing Subcommittees (provide purpose and membership structure)
* Collection Licensing & Negotiation
	+ Role: Provides direction and supports SDLC in license negotiation
	+ 5 members–nominated by Library Dean
	+ Members may be staff, faculty or MPP.
	+ 2-year term (staggered);
	+ May serve up to two (2) consecutive terms and may serve again after a hiatus in service.
* Collection Analytics
	+ Role: Provide annual ECC & Opt-In collection usage and OA analysis
	+ 5 members –nominated by Library Dean
	+ Members may be staff, faculty or MPP
	+ 2-year term (staggered);
	+ May serve up to two (2) consecutive terms and may serve again after a hiatus in service.
* Vendor Liaison
	+ Role:
		- In collaboration with SDLC, maintains relationships with vendors and establishes clear communication to ensure there is mutual understanding of needs and issues.
		- Supports the work of SRDC through the review and evaluation of e-resource products
	+ Membership: Each ECC & Opt-Invendor will have one CSU Liaison/Contact (Number of members will depend on the number of ECC/Opt-In Vendors);
	+ 2-year term;
	+ May serve up to two (2) consecutive terms and may serve again after a hiatus in service.

SRDC Steering Committee

* Role:
	+ Provides leadership in supporting and advancing the strategic goals of the SRDC Committee;
	+ Sets the meeting schedule, agenda and direction of SRDC Committee
* Co-Chairs nominated by the members of SRDC and approved by COLD
	+ Role:
		- Presides at SRDC Meetings;
		- Prepares summary of meetings;
		- Serves as Liaison to the three Subcommittees;
	+ 2-year term;
	+ Co-Chair(s) may serve up to two (2) consecutive terms and may serve again after a hiatus in service.
* Three (3) at-Large Members selected from SRDC
	+ One (1) from Large Campus (over 24,000 FTE);
	+ One (1) from Medium Campus (over 10,000 FTE and less than 24,000 FTE);
	+ One (1) from Small Campus (less than 10,000 FTE);
	+ At-Large Members may serve up to two (2) consecutive terms and may serve again after a hiatus in service.
* Two (2) COLD Liaisons (staggered 2-year terms)
	+ COLD Liaison in their 2nd year will be the COLD Executive Committee Liaison.
* SDLC Director or designee (permanent member);
* COLD Scholarly Communications Committee Liaison (2-year term);
* Meetings: Closed. Only SRDC Steering Committee Members and invited guests may participate.

**8b. Systemwide Technologies Initiatives Management (STIM) Committee**

Statement of Purpose:

The Systemwide Technologies Initiatives Management (STIM) Committee is responsible for prioritizing, developing, implementing, monitoring, and evaluating technology-related collaborative library initiatives and advises COLD and the Chancellor’s Office on information technology issues and policies.

Committee Scope

* Identify information technologies that benefit CSU libraries and library users.
* Review and compare the relative costs of the various services.
* Develop RFIs and RFPs as needed.
* Develop initiatives that can be implemented in a CSU environment and that build on the strength of the consortium

Committee Duties & Responsibilities

* Survey and analyze the needs and capabilities of CSU libraries regarding existing and desired information technologies and products.
* Develop criteria for the selection and implementation of information technologies system wide.
* Disseminate Committee activities and recommendations to COLD.

Committee Membership Composition & Structure

* Two library deans/directors appointed by COLD who serve as chair and vice chair/chair-elect.
* Six library personnel dedicated to advancing technology in libraries nominated by members of COLD and selected from among the CSU campus libraries in a manner that will attempt to ensure equal representation of large and small campuses, north and south. Members should also represent, to the extent possible, the full range of library functions and services.
* Liaisons with other standing committees as desired.
* One member with ULMS experience
* Project Manager, Systemwide Library Initiatives, ex officio.
* Members other than the Project Manager will serve a term of two years; initial terms shall be staggered terms of one or two years so that subsequent committees will have four incoming members each year. Members may be reappointed to not more than three (3) consecutive terms, and may serve again after a hiatus in service.

**8c. Unified Library Management System (ULMS) Steering Committee**

Statement of Purpose:

The Unified Library Management System (ULMS) Steering Committee is responsible for providing leadership in reviewing and updating ULMS Policies and procedures and identifying new collaborative opportunities and strategic directions for the Unified Library Management System.

Committee Scope

* Identify areas of improvement in function and efficiency in CSU use of Ex Libris products
* Make policy, practice and feature-related recommendations to the libraries and Council of Library Deans to better use the ULMS
* Work with Ex Libris to provide solutions to issues that hinder use of the ULMS
* Develop initiatives that can be implemented in a CSU environment and that build on the strength of the consortium

Committee Duties & Responsibilities

* Duties & responsibilities of the ULMS Steering Committee
	+ Provide leadership in exploring new collaborative opportunities and identifying strategic directions.
	+ Review and update ULMS policies and procedures and recommend changes to COLD as appropriate.
	+ Review, discuss, and address issues (that cannot be resolved in the functional committees) such as cross-functional or large systemic issues that arise from the implementation of or changes in the ULMS modules, and create/propose solutions.
	+ Work with the CO and Ex Libris to resolve technical issues related to the functionality of the ULMS.
	+ Manage and coordinate the annual ELUNA enhancement process including identifying and voting on product enhancements on behalf of the CSU via the Chancellor’s Office ELUNA membership.
	+ Collaborate with COLD Subcommittees and CSU Libraries Communities of Practice.
	+ Apprise COLD when consensus cannot be reached on the resolution of a problem. Liaise with COLD subcommittees as needed. Serve as primary aggregators of issues with ULMS and its modules.

Committee Membership Composition & Structure

* ULMS Functional Committees includes the following six (6) Committees
	+ Electronic Resource Management (ERM)
	+ Assessment & Analytics
	+ Discovery
	+ Fulfillment
	+ Resource Management
	+ Resource Sharing
* ULMS Functional Committee members serve a 2-year (staggered) term and will be appointed or reappointed as follows:
	+ In April of every year, COLD members nominate members from their representative campuses by submitting an application for each nominee which highlights their qualifications and ability to serve for the entire 2-year term.
	+ ULMS Steering Committee reviews the qualifications of the nominated campus representatives and appoints or reappoints committee members in line with current practices that ensure input from a diverse representation of campuses.
	+ Each functional committee has no less than 4 members and no more than 6, as determined by the Functional Committee Chair in consultation with the ULMS Steering Committee.
	+ Chancellor’s Office staff whose primary responsibility corresponds to the area of the Functional Committee will serve as ex-officio on that committee.
* The ULMS Functional Committee Vice-Chairs are selected by the ULMS Steering Committee, with the advice and consent of the COLD Executive Committee to a one-year term. The following year, the Vice-Chair shall serve a one year-term as Chair.

ULMS Steering Committee

* Chair
	+ Project Director, ULMS (Chancellor’s Office)
	+ Provides leadership and ensures that the goals and objectives are carried out.
* COLD Liaison (Member of COLD)
	+ Presides at meetings when Chair is absent.
	+ Prepares summary of meetings.
	+ Member of the COLD Executive Committee
* Chairs of the six (6) Functional Committees
	+ Represents each of the functional committees
* Two at-large members from CSU member libraries (representatives with a broader, higher-level perspective)
	+ Represents the interests of all CSU campuses.
	+ Surveys CSU campuses regarding training needs.
	+ Coordinates the ELUNA Enhancement Process.
* Director, Systemwide Digital Library Services (Chancellor’s Office).

COLD Executive Committee

* Provide oversight and ongoing strategic planning and evaluation of the ULMS.
* Review and approve ULMS Policies & Procedures that impact budget or system-wide workflows, seeking COLD approval when necessary.
* Work with the CO to review and update the ULMS maintenance contract and the ULMS MOU.
* Review and recommend changes to the annual maintenance cost share formula, seeking COLD approval when necessary.

**8d.**  **Scholarly Communications Committee**

Statement of Purpose:

The Scholarly Communications Committee is responsible for educating the CSU community about current issues and challenges in scholarly communications and creating a shared infrastructure for hosting and promoting open information resources.

Committee Scope, Duties & Responsibilities

* The Scholarly Communication committee develops education and advocacy materials for the CSU Libraries (including developing and maintaining a CSU Libraries repository for the historical and working documents of COLD and its subcommittees)
* Keeps abreast of developments on scholarly communication topics (e.g. libraries as publisher, etc.) and policy
* Works with STIM and SRDC to establish guidelines for scholarly communication systems and services (e.g. ScholarWorks, ORCID, VIVO, etc.)
* Recommend programs and policies to engage disciplinary faculty with scholarly communication issues
* Develop and deliver training to CSU Library faculty and staff on scholarly communication issues (e.g., faculty author rights, copyright, scholarly communication processes, etc.)
* Work with the Digital Repositories Committee to disseminate materials and information to campuses
* Develop and design CSU-branded messaging and educational materials

Strategic Goals

* Support publishing models that prioritize flexibility and open access;
* Educate faculty on their rights as authors and open access publishing options;
* Collaborate to develop a unified platform (ScholarWorks) to preserve the scholarly, creative, and unique collections produced by the CSU community;
* Develop training for CSU librarians around ScholarWorks and materials to promote ScholarWorks to campus constituents;
* Promote the use of open scholarly communication systems and applications, when feasible
* Provide guidance and support for research data management and open data standards;
* Ensure development of a library workforce with the skills to effectively and authoritatively engage in current and emerging scholarly communication conversations; and
* Advocate for shared systems and platforms that offer efficiencies and improved research infrastructure (examples may include VIVO/Esploro, ORCID, and other tools in support of Scholarly Communication).

Committee Membership Composition & Structure

* Two library deans/directors appointed by COLD who serve as chair and vice chair/chair-elect.
* Systemwide Library Initiatives, ex officio (David Walker)
* One member of the STIM Committee (liaison; nominated by STIM Chair)
* One member of the SRDC Committee (liaison; nominated by ScholComm Chair)
* 8 members from library personnel across the CSU  (alternating terms)
* Members other than the Systemwide Library Initiatives liaison will serve a term of two years.  Terms shall be staggered terms of two years so that subsequent committees will have four incoming members each year. Members may be reappointed to not more than three (3) consecutive terms, and may serve again after a hiatus in service.

**8e. Student Success Committee**

Statement of Purpose:

The Student Success Committee is responsible for developing student information literacy assessment strategies, evaluating library services that support student success inside and outside the classroom, leveraging shared analytics to make evidence-based decisions for student benefit and improvement, and developing proposals for systemwide professional development related to supporting student success initiatives.

Committee Scope, Duties & Responsibilities

For academic year 2020-2021 the COLD Student Success Committee will focus on the following:

* Review the findings of the 2018-2020 multi-institutional information literacy/student success research project
* What are the practical takeaways from the research project?
* How can CSU libraries leverage the research findings in support of student success?
* Advocacy: how can the CSU libraries best communicate our message about the library’s role in student success?
* Develop additional library/student success information sharing opportunities for CSU libraries
* (e.g., Investigate methods/efficacy of online information literacy instruction)

Strategic Goals

* Share knowledge to build bridges between strategies and tactics employed by individual campuses in support of Graduation Initiative 2025;
* Review current and cutting-edge research methodologies to identify the most promising approaches;
* Demonstrate how information literacy instruction can positively impact student learning and success and campus accreditation goals in order to develop CSU best practices;
* Collaborate across libraries and with campus institutional research offices to build models to triangulate library data with institutional, programmatic, and course data; and
* Communicate the impact of the CSU Libraries’ services, spaces, collections, and information literacy activities on student success to CSU stakeholders.

Committee Membership Composition & Structure

* Two library deans appointed by COLD who serve as chair and vice chair/chair-elect.
* 8 members from library personnel across the CSU (alternating terms). For 2020-2021 membership will be drawn primarily from the group of Student Success Study participants.
* Members will generally serve a term of two years; initial terms will be staggered terms of one or two years so that subsequent committees will have four incoming members each year.

**8f. Digital Repositories Committee**

Statement of Purpose:

The Digital Repositories Committee is responsible for developing guidelines, priorities, policies, and best practices to establish a sustainable digital library infrastructure.

Committee Scope, Duties & Responsibilities

* Identifying and establishing ongoing funding / revenue sources and models
* Adherence to international standards and best practices
* Development and management of user-needed platforms
* Development and management of user-needed services
* Development of policies to mitigate risk (structural, physical, legal, information, etc.)
* Support of open access initiatives, via technology integration and OA policy implementation

Committee Membership Composition & Structure

* The Digital Repositories governance structure will consist of a steering committee, at least two working groups, and various ad hoc task forces formed by the steering committee to meet short-term goals.

* The Digital Repositories Committee Steering Committee will consist of eight members, including:
	+ One chair, selected by COLD
	+ One chair-elect
	+ ScholComm chair, serving as liaison to COLD and is a member of COLD Executive Committee\*
	+ Two working group chairs
	+ Three at-large members from CSU libraries
	+ One Director, Systemwide Digital Library Services (CO) – ex-officio
	+ One Digital Repositories Services Manager (CO) – ex-officio

* The working groups will each consist of four to six members and initially be focused on:
	+ Metadata
	+ Digital Archives
	+ Working Group Members will be nominated by the CSU library deans and chosen by the steering committee chair and ex-officio members.
	+ Members will serve staggered two-year terms, with half of the committee in the first year serving a one-year term.
	+ All appointments begin on July 1 and end on June 30.

Once seated, each working group will, in the first year, nominate a chair, who will serve on the steering committee.  Both in the first year and in subsequent years, each working group will elect a vice chair, who will become the chair of the working group in the following year.

The Digital Repositories Committee will report to the COLD Executive Committee and will, where appropriate, consult with STIM and ScholCom to ensure that overlapping issues with those committees are properly handled.

\*When the ScholComm chair is not a member of COLD, COLD can elect to appoint a different liaison.

**Committee Officer Duties**

COLD members who serve on COLD Standing Committees, whether as Chair, Vice Chair, or Liaison, normally attend all committee meetings.