

DALNET Planning Team Committee Reorganization Recommendations
Approved by the DALNET Board on 23 July 2002

One of the Planning Team's assignments is to review the current DALNET committees, and to present recommendations for an improved committee structure. This report outlines the Planning Team's revised and updated proposals for improved committee arrangements.

With these recommendations, the Planning Team is advocating that the Board reduce the number of working groups, expand the role of the Project Managers, and issue written charges for each working group, to be reviewed by the Board and the Project Managers on a regular basis.

Each group's charge should include clear objectives, and outline when deliverables are due. Charges for ad hoc task forces should include stated end points, and when the group is expected to complete its work and retire.

This revised report reflects results of the DALNET Committee survey, which elicited 35 responses pertaining to 12 different committees, and which generally supported the Planning Team's recommendations. Please contact Michael Piper for a copy of the DALNET Committee survey results.

Committee Name	Advises	Comments
Executive Committee	Board of Directors	Retain. On 20 May, the Board approved the Planning Team's recommendation to expand the Executive Committee's membership to include the current members of the Budget and Finance Committee. Next, staff will work with this group to develop a proposed charge statement for the newly configured Executive Committee.
Project Managers	Board of Directors	Retain. The Planning Team proposes to enhance the Project Managers role. Use Project Managers as the representative leadership group to review ILS and technology initiatives, oversee implementation of these initiatives at DALNET sites, recommend technical policies, procedures and standards, and serve as a basis for DALNET task forces. These ad hoc groups would include those who are best suited to address issues related to each task force's charge. The Planning Team is working with the Project Managers to develop a revised charge for this group.

DALNET Planning Team Committee Reorganization Recommendations
Approved by the DALNET Board on 23 July 2002

Committee Name	Advises	Comments
Electronic Resources Committee	Project Managers	Restructure. Set up Electronic Resources Committee to focus on digitization projects and electronic resource development and integration of these services into the DALNET Gateway. Next step: Planning Team will return at an upcoming Board meeting with a more detailed proposal about this group's charge.
DALNET Technology Advisory Committee	Project Managers	This new group will look at new and advanced technologies with current and future application for DALNET, including their integration with the ILS and the gateway, where applicable. Next step: The Planning Team will return at an upcoming Board meeting with a more detailed proposal.
Steering Committee	Board of Directors	Retire. The Project Managers can address tasks that might have been delegated by this group. For example, the Project Managers can convene a Vendor Liaison Task Force to keep an eye on <i>epixtech</i> enhancements and new versions. The Project Managers can also recruit other working groups as necessary.
Grants	Board of Directors	Retire. This group has not had any activity, and the committee chair recommends that it be retired. Reconvene as needed, on an ad hoc basis, for developing future grant projects.
Collection Access	Board of Directors	Retire, per recommendation from the committee chair.

DALNET Planning Team Committee Reorganization Recommendations
Approved by the DALNET Board on 23 July 2002

Committee Name	Advises	Comments
New Member Policy Group	Currently reports to Board. Move to the Executive Committee	Retain. This new ad hoc group that will retire when it completes its work. Will report to the Executive Committee.
Business/Economic Resources Task Force	IHDC	Retire. Thank the members for their work and ask the Electronic Resources Committee to build on that work.
Health Resources Task Force	Currently reports to IHDC. Move to the new E-Resources Committee	Retain under new Electronic Resources Committee. This group has been leading the development of the Health Calendar, and is still needed.
Metadata Task Force	Currently reports to IHDC. Merge with the Database Standards Task Force	Retain. This group plans to complete its work this year, and proposes that it then be retired. Future metadata efforts can be merged into the Database Standards group, or the Database Standards Committee can spin off ad hoc working groups as appropriate.
Catalog Authority Design Task Force	Currently reports to Steering Committee. Merge into the Database Standards Committee	Retire. Assign this group's work to the Database Standards Committee.
Children's OPAC Task Force	Currently reports to the Steering Committee. Move to Project Managers	Retain, then retire group after it finishes evaluating children's version of iPac, which is due this year.

DALNET Planning Team Committee Reorganization Recommendations
Approved by the DALNET Board on 23 July 2002

Committee Name	Advises	Comments
ILL Document Delivery Task Force	Steering Committee	Retire , per recommendation from the Task Force Chair, who sees no need for a separate DALNET working group on this topic.
Media Booking Task Force	Steering Committee	Retire . Project Managers can convene a new Task Force when epixtech delivers a product for us to review
Circulation Standards	Assistant Director	Retire . Delegate any standards work to the Database Standards Committee. Propose that the Project Managers set up a discussion group on this topic, per suggestion from a survey respondent.
Database Standards Committee	Currently advises Assistant Director. Move to Project Managers	Retain . Review and update group charge and membership. Pick up Metadata and Cataloging Authority assignments. Ask Anaclare to convene a meeting of this group to recommend charge and deliverables.
Website Committee	Assistant Director	Retire . This committee has completed its assignment.
Vendor relations	Project Managers	The Board sees no need for this proposed new group. DALNET staff is responsible for providing liaison with <i>epixtech</i> , with assistance from the Board and from working groups, as needed.

DALNET Planning Team Committee Reorganization Recommendations
Approved by the DALNET Board on 23 July 2002

