

**University Libraries  
Digital Initiatives Steering Committee**

January 9, 2008  
Gateway - Room 421  
8:30 a.m. to 12:30 p.m.

NOTES

**Flip Chart 1:**

Define role of DISC

- Explore potential models for DISC
  - Virtual coord. Unit
  - Identify functions / expertise needed on DISC
- Gap analysis
  - What needed / what distributed model doesn't address
  - Scalability, technical issues
- Choose approach / model and design and test
- Inform - get appropriate buy-in as needed

**Flip Chart 2:**

To partner with OSU community to develop and/or deliver and preserve digital assets.

- Define products and services (i.e. planning, consultation)
  - Inventory what we have now
  - Determine what we need
  - What OSU resources we are responsible for
- Develop tools they need
- Communication of our value

### Flip Chart 3:

Emerging Themes:

- Strategic vs. Operational
- Role of the DISC / individual roles
- 360° assessment / evaluation
- Leadership
- Resources

### Flip Chart 4:

Strategic vs. Operational

- Define what DISC needs to do
  - Products and services
- Determine roles / expertise needed
- How projects become projects
  - Manage perceptions
    - What do people expect when they come to DISC?

### Flip Chart 5:

Discovery

- Clear definition of what we offer
- Clear process
- Define what can/should be put in KB
- Analyze / identify effectiveness within → across areas
- Identify what users would like / need in a toolkit