

**Outreach Connections: Native Health Information  
 Steering Committee Team Charter**

<b>Project/Committee Name:</b>	Outreach Connections: Native Health Information
<b>Team Members:</b>	Patricia Bradley, Diane Cooper, James (Jim) Curtis, Ulrike Dieterle, Gale Dutcher, Claire Hamasu, Lilian Hoffecker, Ellen Howard, Sohail Khan, Molly Moore, Judy Rieke, Angela Ruffin, Jeanette Ryan, Mark Scully, Janis Teal, Mairead Widby
<b>Charter Date:</b>	October 31, 2006, rev. November 1, 2006, Jan. 11, 2007, Feb. 21, 2007, March 1, 2007, March 8, 2007, April 12, 2007, May 7, 2007

<p><b>1. Vision:</b></p>	<p>A communication infrastructure that supports networking among those working to improve health information access in communities of Native peoples (American Indians, Alaska Natives, and Native Hawaiians).</p>
<p><b>2. Mission / Purpose:</b>        (defines how your team will deliver or provide a service; it's the main reason for being together as a team)</p>	<p>Identify and review web portal content to assure the creation of a web portal which meets the following goals:</p> <ul style="list-style-type: none"> <li>● Facilitates access to information on programs which deliver health information to Native peoples</li> <li>● Facilitates collaboration among individuals and organizations that serve the mission of providing quality health information to Native peoples</li> <li>● Increases the knowledge of effective practices for delivering health information to this population</li> <li>● Provides access to training and promotional materials that are both easy to understand and culturally relevant</li> </ul> <p>“Explanatory Notes” on Mission/Purpose:        The web portal is to be a public portal.</p> <p>The primary audience for the web portal is those people (e.g. librarians or health educators or health care providers) who are engaged in providing quality health information to Native peoples.</p> <p>The web portal should include methodologies for conducting outreach activities (e.g. how to conduct a needs assessment).</p> <p>The web portal should NOT duplicate existing web sites on Native issues created elsewhere (e.g., National Library of Medicine or Tribal Connections).</p>
<p><b>3. Measures of Team Success:</b> (describes how your team will track its progress; this tracking can provide your team with a feeling of accomplishment and show others that you've successfully fulfilled your team's purpose)</p>	<p>Based on the logic model of the web portal proposal:</p> <ul style="list-style-type: none"> <li>● A design plan developed for the web portal.</li> <li>● A report describes the selection criteria for web portal content links and for a blog or wiki or forum accessed via the web portal.</li> <li>● The web portal is created.           <ul style="list-style-type: none"> <li>○ One section of web portal includes links to individual program web sites throughout the United States.</li> <li>○ Web portal includes new functionality with at least one active blog, forum and/or wiki for collaborative discussions and work.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ A link to Effective Practices Collection exists from the web portal.</li> <li>○ Training information about the Effective Practices Collection is accessible from the web portal.</li> <li>● At least 3 programs lacking web sites have received technical assistance to develop their own web presence.</li> <li>● Web portal includes quality patient education materials developed for Native Americans, Alaska Natives, or Native Hawaiians.</li> <li>● Web portal is promoted (e.g. through listservs)</li> </ul>
<p><b>4. Tasks:</b> (describes the specific tasks or outputs for which your team will be held accountable)</p>	<p>Task 1: Develop design plan (this means how we want the portal to look) and identify the desired interactivity for the web portal (this means what do we want people to be able to do on the portal). Recommend to Technical Subcommittee the mechanisms such as blogs and/or wikis and/or forums to achieve desired functionality. March 2007-Sept. 2007 (Design Subcommittee)</p> <p>Task 2: Establish criteria for selection and control of content; establish documentation standards for documentation of committee processes. Address other content issues (e.g. will use of Creative Commons Copyright license be encouraged? ). March 2007-Sept. 2007 (Content Subcommittee)</p> <p>Task 3: Technical development of web portal; portal goes live with desired look and functionality (UNM responsibility with Steering Committee sign-off) May 2007-January 2008 (Technical Subcommittee)</p> <p>Task 4: Publicize the site through listservs, professional meetings, and professional contacts with programs wanting to develop their own web presence through the portal. Jan. 2008-July 2008 (Publicity/Evaluation Subcommittee)</p> <p>Task 5: Assure that end-user evaluation of the web portal takes place and write a report to the steering committee on the extent to which it achieves the objectives Jan. 2008-July 2008 (Publicity/Evaluation Subcommittee)</p> <p>Task 6: Develop online training materials for linked resources (e.g. Effective Practices collection). January 2008-Sept. 2008 (TBD)</p>
<p><b>5. Roles &amp; Responsibilities:</b> (clarifies expectations of team members)</p>	<p><b>Facilitator:</b> Leads teleconference discussions</p> <p><b>Recorder:</b> Notes issues discussed and actions taken; distributes notes to steering committee within 1 week after the meeting</p> <p><b>Subcommittees:</b> Steering committee members will lead the following subcommittees to accomplish the tasks above:</p> <p>DESIGN. Rica Dieterle, Molly Moore, Mark Scully . Task 1.</p> <p>CONTENT. Pat Bradley, Diane Cooper, Gale Dutcher, Ellen Howard,</p>

	<p>Judy Rieke. Task 2.</p> <p>TECHNICAL. Claire Hamasu,, Janis Teal. Web Programmer. Task 3.</p> <p>PUBLICITY/EVALUATION. Susan Barnes, Sohail Khan, Angela Ruffin, Jeanette Ryan, Mairead Widby. Tasks 4 and 5.</p> <p><b>Coordination:</b> Recognizing that this is an important function but overly demanding of one person’s time to attend all subcommittee meetings, we will use the Steering Committee to coordinate by hearing subcommittee reports at Steering Committee meetings.</p>
<p><b>6. Ground Rules</b> (describes the guidelines under which your team will operate; defines acceptable and unacceptable behavior within the team)</p>	<p>e.g. Members will let the facilitator know if they’re going to be absent from a meeting.</p>
<p><b>7. Meetings:</b> (describes the time, frequency, and location of meetings)</p>	<p>2<sup>nd</sup>, Thursday 9am PT, 10am MT, 11am CT, 12pm ET</p>
<p><b>8. Boundaries:</b> (describes how much authority your team has in making decisions and completing its work; defining your boundaries clarifies how much your team can do on its own and how much other people must be involved)</p>	<p>The web site will be hosted by the University of New Mexico Health Sciences Center (UNM HSC) (<a href="http://hsc.unm.edu">http://hsc.unm.edu</a> ). All pages on the UNM HSC site must meet the following minimum criteria: a navigation bar and footer content. See <a href="http://hsc.unm.edu/som/primenet/">http://hsc.unm.edu/som/primenet/</a> for an example. Material at the top of the page including the thin grey line must be included; material in the grey bar at the bottom of the page must be included (Disclaimer, etc.) Within those two bands, the look of the page is at the discretion of the Steering Committee.</p>
<p><b>9. Reporting Status:</b> (explains how your team will document its progress and communicate it to others whose buy-in, commitment, or approval is needed)</p>	<p>Minutes of meetings Quarterly reports for web portal project Design plan Report on criteria for inclusion in web portal and blogs/wikis/forums</p>

<p><b>Why develop a team charter?</b></p> <ul style="list-style-type: none"> <li>• Focuses the team</li> <li>• Builds the team</li> <li>• Coordinates efforts with other teams</li> <li>• Reduces conflict.</li> <li>• Creates team identity</li> </ul>	<ul style="list-style-type: none"> <li>• Keep in mind the actual team charter may only be a page or two, but the process of putting the charter together can take several meetings.</li> </ul> <p>Team Charter content developed by Anne Mayer, UNM Employee and organizational Development (272-7746)</p>
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