

**Outreach Connections: Native Health Information
Steering Committee
Minutes
January 11, 2007**

Action Items:

Janis Teal will discuss with UNM HSC IT the possibility of using Plone.
Claire and Janis will come up with a preliminary list of subgroups based on today's discussion.

Decisions:

Minutes:

Janis Teal reviewed what had been completed on the Team Charter. Discussion started with the draft content of "Measure of Team Success" that came from the proposal submitted to NLM to fund the portal. Janis clarified that the University of New Mexico Health Sciences Center (UNM HSC) will have a subcontract to do the technical work. The steering committee would provide input on the design, functionality and navigation. Ellen Howard has an NIH grant to organize EthnoMed using the open source software, Plone. <http://plone.org/> It has good documentation and the training is excellent. Ellen asked if the portal would be designed using open source software. Janis explained that since the portal would reside on the UNM HSC server, that the systems staff would determine the platform. She had the group review the Boundaries section of the charter that described the standards by which a website hosted by the UNM HSC would have to abide.

Molly Moore suggested the need for subgroups for selection criteria for content and portal design. Effective practices and archiving are other subgroups that were mentioned. This raised the question about subgroups. Claire explained that we would discuss this when we reached "Roles and Responsibilities" section of the charter. Everyone agreed that subgroups would be needed. Subgroups would be more facile and would be able to accomplish more.

There was a discussion about whether we needed to further define the program information that would be available from the portal, whether we would want programs that do active outreach (meeting with communities, offering training) versus ones that are passive and only make information available from the web. The consensus was that that vision and mission statements encompass both so we would want both.

How would we develop the portal? Angela Ruffin described the experience of the phpartners.org site. This web site for the public health workforce started with links to the public health organizations that make up the partnership. It was drastically redesigned based on focus groups, to determine what information public health workers would find useful. It was noted that one of the Tasks is to review the portal. Discussion also revolved

around the style of developing the portal--full-blown? in phases and not try to anticipate all that's needed?

Judy Rieke reminded the group that in December some of the committee discussed having the portal take a wiki format instead of web page format. This would facilitate user contributions, make it more dynamic, and encourage interactivity. Someone pointed out that the measure as written would allow that to happen. A wiki where we want contributions from users and HTML where we want the content to remain stable.

Are we being too restrictive by enumerating just blogs and wikis in the measures of team success? For example, Second Life <http://secondlife.com/> provides an environment for simulation that those doing outreach could use. The team contract should be reviewed regularly and during the review we could edit the document to keep up with available technologies.

Judy Rieke raised the issue of archiving in order to document our process and the progress of our accomplishments. Our minutes and reports should document some of that, and we should consider taking regular snap shots of our web site to document its growth.

The measure of "At least 3 programs lacking web sites have received technical assistance to develop their own web" puzzled some. It didn't seem to fit in with the rest of the measures. Claire explained that the intention was to enable a program that had no web presence to more broadly share what it is doing. We may be too narrow in prescribing that the technical assistance be "to develop their own web site". The objective could also be reached if a wiki was developed for outreach program descriptions and the program contributed to the wiki. The wording could be changed to "At least 3 programs lacking web sites have received technical assistance to develop a web presence." Janis asked whether we should revise the intention of the statement and include it in the measure of the promotion of the portal. This wording could be "Three programs that weren't affiliated with the conference, contact Outreach Connections: Native Health Information as a result of the web portal." We decided to postpone making a decision until the February meeting.

The meeting ended at 11am MT.

Submitted by: Claire Hamasu and Janis Teal

Attending:
Patricia Bradley
James (Jim) Curtis
Ulrike Dieterle
Claire Hamasu
Lilian Hoffecker
Ellen Howard
Judy Rieke
Molly Moore
Angela Ruffin

Mairead Widby
Janis Teal

Not Attending:
Diane Cooper
Gale Dutcher
Sohail Khan
Jeanette Ryan
Mark Scully