

**Outreach Connections: Native Health Information
Steering Committee
Minutes
June 14, 2007**

Action Items:

Design subcommittee will compile and summarize their findings from their Web site review into a simple to understand format.

Janis will post the most recent version of the Gantt chart, team charter, and steering committee and subcommittee membership to the Web site.

Create a Word template and have the Steering Committee members fill out the information about their projects and provide feedback on the data elements and how easy or difficult it is to complete.

Decisions:

Assigned a review of the use of Creative Commons copyright license (<http://creativecommons.org/about/licenses/>) for substantive materials added to the Web site to the Content subcommittee.

Although Jeanette now has a conflict with the time of the meeting, the decision was made to keep it at this time and suggest an alternate representative from Arizona. The group was unable to come up with another completely agreeable time.

Minutes:

Janis commented that some of the participants met at MLA and that helps keep people in touch with each other and interested in the work. In addition, several of the subcommittees met in the interval since the previous call in April.

Copyright

Claire reported that she had talked with their university technology office about who owns the copyright on entries in blogs and wikis. They responded that the author owns the copyright. They also suggested adding a statement to the Web site that the author gives permission for placing this information on the Web site and including information that doesn't limit use. We also could consider suggesting the use of Creative Commons if we do have an opportunity to include substantive information such as curricula. We would need to review and identify which version of the agreement to recommend. This item was assigned to the Content Subcommittee for recommendation. Pat Bradley also reminded the group that the producers of information would need to obtain the proper releases and reviews, when appropriate.

Subcommittee Reports

Design Subcommittee: Rica and Mark reported. No leader was selected. They will take turns. They reviewed a number of Web sites and commented on their strengths and weaknesses. They need to summarize this. The Web sites to be reviewed this way were selected by the group and included some with notable features. Rica is also looking at how to assess a Web site as it may help in the context of how to design a site. Once they are sure of some very specific recommendations they will be able to move forward. Janis responded that all the information about their site review is included in their minutes but it might be useful and easier to grasp if it was compiled into a summary format. They will need to work with the Content subcommittee since some features will be dictated by the content.

Content Subcommittee: Pat Bradley was selected at the leader. The minutes of the May 31st meeting were sent out to everyone. The subcommittee agreed that the scope of the Content Subcommittee is to recommend health information outreach projects focused on American Indians, Alaska Natives, and Native Hawaiians (AI, AN, NH) that can be included in the proposed portal. They have also identified the data elements to be included. As a first step the subcommittee members examined reports from the conference and from the NLM Outreach Projects database. This gave a good idea of the type of content already available and what would be useful. See the subcommittee minutes for a list of data elements recommended. The first projects to be added to the portal will be those reported at the July 2006 conference at UNM.

Claire questioned who would create the additional information required to fill out the entire list of data elements since the subcommittee reported that none of the records they reviewed contained all the information desired. The subcommittee responded that they would use the initial set of projects to test the data elements, including how easy it would be to obtain the information. A form would have to be designed based on that. It isn't certain that people will be willing to fill out such a form. Claire suggested that someone find out how the Effective Practices database does this. There was also a discussion of using other technologies, such as a blog, for collecting this information. It might be possible to use other advanced computing techniques to take existing project material and make it available and searchable.

The next step is to create a Word template and have the Steering Committee members fill out the information about their projects and provide feedback on the data elements and how easy or difficult it is to complete.

Publicity Subcommittee: Angela Ruffin was the only member of this subcommittee on the call and she reported that they have not yet met.

Technical Subcommittee: Claire and Janis reported. Janis reported that they are in the process of hiring a Web programmer. The Design subcommittee is deciding on functionality and this will feed into the Technical subcommittee. Some aspects of what the Content subcommittee decides will also feed in, such as the need for a database. They are looking at ways to have a sharing site so that many people can post information. This will need monitoring and that will have to be worked out. They want to avoid registration as this creates a barrier. They think that the Steering Committee members will be the first active users, but it would include everyone at the Albuquerque meeting as well as those working on Tribal Four Corners and Tribal Connections. Once the Web programmer is hired they will be able to move forward with a web form and they will look at the input from the Design subcommittee.

Attending

Patricia Bradley
Ulrike Dieterle
Gale Dutcher
Claire Hamasu
Judy Rieke
Angela Ruffin
Mark Scully
Janis Teal

Not Attending

Susan Barnes
Diane Cooper
Ellen Howard
Sohail Kahn
Molly Moore
Jeanette Ryan
Mairead Widby