

**Outreach Connections: Native Health Information
Steering Committee
Minutes**

March 8, 2007, 9:00 am PT

Recorder: Ellen Howard
Facilitator: Janis Teal

No correction to minutes.

Action Items

- Support for subcommittee meetings. How pay for conference calls?
- Need to decide how Subcommittees will relate to and communicate with Steering Committee. How will the work be coordinated?

Decisions:

- Four subcommittees: Design, Content, Technical, Publicity
- Interactivity, for now, should reside with the Design Subcommittee
- Evaluation should reside with Publicity
- Documentation, archiving standards should be set by the Content Subcommittee
- Susan Barnes will serve as Advisor / Consultant for evaluation
- The Technical Subcommittee should be Janis and Claire as this group will need to work closely with the Web developer
- Attendees signed up for Subcommittees – see below

Minutes

Janis reported that, based on responses from 8 steering committee members, there will be four subcommittees: design, content, content, publicity. Janis and Ulricke created the Gantt chart which was electronically distributed. Today we need to look at the tasks and timelines and decide which tasks should be undertaken by which subcommittee.

When we looked at the Gantt chart, we immediately ended up with a discussion of boundaries of subcommittee, our meaning of certain terms, as well as which tasks belonged to which subcommittee. Generally we decided:

Design: How does portal look and operate. This subcommittee should probably include interactivity: what do we want people to do? We decided by interactivity we mean that we want users to be able to have a two way dialog with others; this could be done using products like blogs or wikis, and could change in the future. There may need to be a moderator. Interactivity needs to be distinguished from creating a way for users to actively contribute records or links, which would be part of content development. It also needs to be distinguished from people making comments about the site in general or searching the site.

Content: It was asked whether the subcommittee would create content or would content be created or created / linked by contributors? For content by external groups we might follow NLM model: have trusted partners. New contributors could be mentored regarding content and technical issues until they became trusted partners. Content should be more than links to other sites, which could quickly duplicate what's being done by other sites. We raised the question about whether only content in the public domain would be accepted. Content would probably be considered copyrighted unless otherwise stated. It was thought that the Subcommittee should decide about this but might encourage following Creative Commons guidelines.

Evaluation: Would be both ongoing and then a final outcome evaluation in late 2007, early 2008. It was pointed out that it would be wise to involve external evaluator because that would bring in a different point of view. We decided Susan Barnes would be the ideal candidate for this role, which she later accepted. Sohail can talk to people and bring them to his office to give instant feel on the product itself. Janis thought that each of us might find a different group to give this kind of feedback. It was noted that we can create evaluation instruments and that we need cyclic evaluation. We need to evaluate both the process and outcome. The group decided that evaluation and publicity could be handled by the same Subcommittee. Marketing and evaluation overlap; often evaluation is a technique for marketing.

Technology: Janis said that she and Claire would be the Technology Subcommittee. They will need to work closely with the Web developer. They need to make sure the work is done and that the technology works. They will be looking at what technology we do have available and the backend of the Web based project. Especially in the beginning they will need to work closely with the design group re: what is possible.

Documentation and Archiving: All groups need to document their work including processes. We need to archive work. Standards or recommendations should be established by Content Subcommittee. It was noted that we will have functional specs – this is what we want to do and technical specs– the implementation. Another commented that we should be able to capture process for our own reports but also scholarly endeavor. As an example, regarding design we can keep iterations + results which will document the process of learning and development. What and how did it. This will be useful for recall. The recommendations for this should be put in place at beginning of project. Janis commented that we should keep the Steering committee minutes. What about subcommittee minutes? Decided to capture subcommittee activities in steering committee minutes as summary reports. It was noted by that this cannot be made too cumbersome. Some documentation / reporting could be done by technical person, e.g. capture pictures of versions of Web site.

The need for coordination was brought up. Subcommittees can scatter. One person needs to observe all committees. Others agreed, but nobody has the time to devote to this. It was suggested that we set standards for each subcommittee; that we create a roadmap. Someone asked what we can do besides having a designated person to get coordination, consistency. Janis agreed coordination is necessary and thinks the steering committee

will take the role. If she were now writing the proposal she would put in 8 hrs./week for position.

It was asked when subcommittees meet who covers the cost of meetings, e.g. conference calls. Janis needs to ask Claire. Another commented that details need to be resolved or could derail. We have to establish expectations for schedules, documentation and communication.

The meeting ended at 10:05 PT
Submitted by: Ellen Howard and Janis Teal

Committee Assignments
Design: Mark, Ulricke
Content: Ellen, Judy, Pat
Publicity/Evaluation: Sohail, Susan
Technical: Janis, Claire

Attendees:
Susan Barnes
Pat Bradley
Ulricke Dieterle
Ellen Howard
Sohail Khan
Judy Rieke
Mark Scully
Janis Teal

Not Attending:
Diane Cooper
James Curtis
Gale Dutcher
Claire Hamasu
Lillian Hoffecker
Molly Moore
Jeanette Ryan
Angela Ruffin
Mairead Widby

April Agenda Items:

- Subcommittee processes and communication with Steering Committee
- Support for subcommittee meetings. How to pay for conference calls? Alternatives?
- Copyright of materials on portal