

**Outreach Connections: Native Health Information
Steering Committee Minutes
April 10, 2008, 10:00 – 11:10 MT**

Action Items:

- Content Subcommittee to come up with recommendation on handling projects involving many tribes/populations.
- Marketing and Publicity subcommittee to come up with a plan for promoting the portal
- All Steering Committee members to add at least one project to the portal by April 30, 2008

Decisions: The next Steering Committee meeting will be on May 8, 2008.

URL's:

<http://native.outreachconnect.info/>

<http://hsc.unm.edu/library/nativeservices/2006Conference/outcomes.shtml>

Minutes:

Pat Bradley chaired the meeting for Janis Teal. There were no changes for the March 13, 2008 meeting minutes and they were approved.

Pat announced that Claire Hamasu was moving to the Publicity & Evaluation Committee as the work of the Technology Committee was winding down.

She then turned the meeting over to Scott Horlbeck. The wiki is now out of the sandbox phase and is open to receive “real” project information. Scott walked through adding content and highlighted new features.

Clicking on Add a Project (new feature on the sidebar) brings up 3 Easy Steps Following the steps brings up the project description form. Scott reinforced the instructions on the page about the importance of proof reading the title entered into the Search Box, because the text entered will be permanent.

Adding names of tribes: Typing in the first few letters of the name of a tribe may bring up a system suggestion. These suggestions come from names entered on other project records. We revisited what would be appropriate when many tribes etc are involved in a project: All Tribes/Nations, American Indians, Alaska Natives, All [name of state] tribes. The max number of tribes that can currently be entered is 10. Some states (AZ, NM, OK) have as many as 38 tribes. Ellen is working on a project that involves representatives from all over the country. She asked if it would be possible to cut and paste in the list of tribes. Scott answered this was a good suggestion, but would be very involved. When searching for a project involving specific tribe(s) using a category heading such as “American Indians” would not retrieve the project report. It was also suggested that whatever our decision to handling large numbers should be put up on the form as a Hint since contributors wouldn't automatically know how we handle that. We decided to send the question to a subcommittee to make a decision. [Note: Since the Content

Subcommittee's responsibilities are to "Establish criteria for selection and control of content; establish documentation standards for documentation of committee processes. Address other content issues" I'm assigning this question to them. – ch]

Funding Agency and Location fields were demonstrated.

Contact: Fields can be left blank.

Project text: description of the project can be pasted in from another source. Scott recommends previewing. Previewing the record does not mean that the information is saved.

Links: Fields are linked. For example clicking on tribes will bring up a list of all the tribes that have been entered in the system. Clicking on a tribe name will bring up a list of all the project records involving the tribe. Clicking on the contact's name will either bring up the person's contact information and all the projects associate with that person or a form to be completed for the contact information. Scott clarified that contacts are people related to projects and not users of the wiki.

Scott's still to do list:

- Correcting minor bugs
- Add an Add Project Button that will bring up the form
- Revising the information/instructions making the differentiation between Project Name and Page Title more clear
- Make tribes sortable by dragging and dropping (low priority)
- Making the addition of contact information more clearly integrated into the process
- Find out what attachments can be uploaded.

Everyone expressed appreciation for Scott's work. Ellen asked about the amount of time spent as wikis are very popular and it would be helpful for budgeting and project planning to know how much staff time is needed to create a similar product. A lot of programming and debugging went in to this project --20 hours/week since August (9 months).

The portal is hosted on a commercial site, Dreamhost, not on University of New Mexico server. It is separate from the MediaWiki, the software we're using to manage the information.

Gale asked about 508 compliance of the site for people with disabilities. MediaWiki was selected because it is known to be accessible for people with disabilities. Scott is aware of this need.

Jeanette asked about finding out about changes made to the wiki. There are a number of ways:

Once on the site click on Recent Changes

My Preferences – can be set to have changes emailed. Clicking on the Watch tab will also set alerts to be sent.

Recommendation: Add projects that you've added to your Watch List, so that the system will alert you of edits others may have made to your report.

Jeanette reported that the Publicity and Evaluation subcommittee has not met so no action has been taken on introducing the wiki to the NativeHI listserv. In response to Susan Barnes, chair of the group, request, the steering committee suggested the following points:

- The wiki should be tied to the New Mexico meeting so that they understand this is an output resulting from that meeting.
- Scott is willing to walk people through the process. This would give him first hand information on where the process is confusing.
- Steering committee members should be identified as able to provide assistance in adding project information.

Jeanette suggested that since we're asking the New Mexico meeting participants to add their projects, that it would be helpful to have content already there. The steering committee agreed that all committee members would add at least one of their projects to Outreach Connections. Claire reminded the group that many of our projects were described for the NAHISUS meeting and this info can be reused. Adding a project should take 15-20 minutes.

Pat also reminded the members from the Publicity and Evaluation subcommittee that they are to discuss local and national groups/events where the Outreach Connections portal can be promoted. The members present suggested the 20th Annual Native Health Research Conference, August 25 - 28, 2008 in Portland OR and the American Indian Library Assn's listserv.

Submitted by: Claire Hamasu

Attending

Patricia Bradley (Facilitator)
Claire Hamasu (Recorder)
Ellen Howard
Gale Dutcher
Sohail Kahn
Jeanette Ryan
Scott Horlbeck

Not Attending

Susan Barnes
Ulrike Dieterle
Angela Ruffin
Mark Scully
Molly Moore
Judy Rieke
Janis Teal
Maile Taulii