

**Outreach Connections: Native Health Information
Steering Committee Minutes
August 15, 2008, 10:00 – 11:15 MT**

Action Items:

- The Technology Subcommittee will talk about the 508 compliance issues and report back to the group at the next meeting.
- The Technology Subcommittee will address where and how to post work of the Steering Committee such as minutes, flyer, bookmark, etc. on the wiki.
- Scott Horlbeck will revisit how to upload files and other non-wiki-text standard types of documents.
- Scott H will investigate how to make the wiki to come up easily in Google searches.
- The Content Subcommittee will make recommendations on when to import a document (e.g., PowerPoint) and when to link to a document as an external file.
- The Publicity/Evaluation Subcommittee will solicit volunteers from the Steering Committee to make personal contacts with attendees from the 2006 conference to encourage and assist them in overcoming barriers in contributing projects to the wiki.
- Barbara Nail-Chiwetalu will add the marketing plan and flyer to the NAHIS – US web site.
- The Steering Committee members will review the marketing plan before the next meeting.
- The PR/Evaluation Subcommittee will discuss other organizations linking to the Outreach Connections wiki.

URL's:

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

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

Facilitator: Barbara Nail-Chiwetalu

Minutes: Claire Hamasu

New Features Demo - Scott Horlbeck

Delete button – allowing an item to be deleted from a list no matter where it is in the sequence.

Inserting a photo – multi step process. Add a caption to be 508 compliant.

- Tool box on left hand menu
- Upload the image to the wiki
- Insert the image into the description.

Upload file (The process was very complicated. Scott will redo)

Ellen H asked whether she should upload her PowerPoint or link to it. We assigned further discussion and recommendation of when to upload or link to a document to the content committee. Uploading files opens security concerns. Scott assigns authority to

upload. It's a barrier if contributors are ready to add their materials but have to go through an authorization process. One way around this is to auto send authorization via email. This would confirm that the requestor is a real person. Ellen has encountered commercial users adding promotional content to wikis. Is a manager needed to monitor contributions? Could this be a rotating responsibility?

The graphical editor makes adding content more like using Word. Since its wysiwyg (what you see is what you get) the show preview capability is not as important.

- Headers for sections
- Links to internal pages and external sites
- Formatted text – puts text into a box

Wiki text editing is still available, so this part of the wiki is still 508 compliant. A contributor can disable the rich (graphic) editor under Preferences so that only text editing is available. Word documents can be developed to be 508 compliant. Suggestions:

- Because anyone can add to the wiki, we should have a disclaimer that not everything is 508 compliant.
- We should encourage people who contribute to consider 508 compliance.
- We should link to guidelines/help for contributors who want to make their materials 508 compliant.

This was assigned to the Technology subcommittee for further discussion. It was suggested that someone from NLM should be included in this discussion -- either Gale Dutcher or Angela Ruffin. We could send out e-mail for feedback prior to the next meeting as needed.

The wiki does not come up in a Google search. Scott is still investigating. One suggestion is to have other web sites link to the wiki. The more sites that do, raises ranking of the wiki in the list. This topic was assigned to the PR/Evaluation subcommittee.

Susan B noted that the wiki's front page as it appears in the page's html and in browsers' tabs is "OC - Main Page". Susan B asked if it was possible to change this. Scott H explained that because it is a feature of the wiki—changing the URL would be difficult. [Note: Scott was able to change it so that it now reads "Outreach Connections - Main Page"]

PR/Evaluation Subcommittee – Susan Barnes

Susan B reviewed the activities of the very industrious subcommittee.

- Messages have been sent to the participants of the Native American Health Information Services in the U.S. meeting announcing the availability of the wiki and providing them with basic instructions on how to contribute.
- A flyer has been written. It will be distributed at the 20th Annual Native American Research Conference at the end of August by Sohail Khan or one of his staff.
- A bookmark is being created by a volunteer at the University of New Mexico. It will be used for the 6th National Conference for Quality Health in September by Ellen Howard.

- We just learned of the ARL-CNI (Coalition for Networked Information fall conference that has an emphasis on health information on the second day. A poster submission is a possibility for this meeting in October.
- A marketing plan has been drafted that addresses audience, outcomes, and avenues for promotion. Steering committee members are asked to review and contribute their ideas.
- The plan and promotional material will be added to the NAHIS-US web site for anyone to use. Eventually they will be moved to the wiki.

Rieke D and Ellen H are attending diversity forums and could distribute promotional materials.

Another group that could contribute to Outreach Connections are recipients of NARCH grants (Native American Research Centers for Health).

Susan asked for volunteers to personally contact participants to NAHIS-US and encourage/help them get their projects into the Outreach Connections wiki. Molly and Ellen volunteered.

MLA Paper/Poster – Susan Barnes

Susan presented the idea of an MLA presentation on the collaboration of the Outreach Connections Steering Committee and Tribal Connections 4 Corners. There was quite a bit of discussion about details, but all were in favor of the idea.

Agenda for October 9 meeting:

- * Scott's demos.
- * Address how contributors to the wiki will get accounts more independently once the project funding ends in December. Should there be a rotating group manager who monitors it, for example? How do we deal with marketers who use the wiki to advertise or those who may spam it?
- * Address action items from August 12 meeting - We can probably do this as part of the report time.
- * Report from Technology Subcommittee.
- * Report from Content Subcommittee.
- * Report from Publicity/Evaluation Subcommittee.
- * Check in with team charter and next steps in our remaining months. Will we need to schedule a Steering Committee meeting in November as well as December?

Submitted by: Claire Hamasu

Attending

Susan Barnes
Patricia Bradley
Ulrike Dieterle

Claire Hamasu
Scott Horlbeck
Ellen Howard (voice only)
Molly Moore
Barbara Nail-Chiwetalu
Judy Rieke
Angela Ruffin

Not Attending

Gale Dutcher
Sohail Kahn
Jeanette Ryan
Mark Scully
Maile Tualii