

## **Outreach Connections Steering Committee Meeting Minutes**

December 11, 2008

**Present:** Patricia Bradley, Ulrike Dieterle (voice only), Claire Hamasu, Ellen Howard (voice only), Molly Moore, Barbara Nail-Chiwetalu (facilitator, notetaker), Angela Ruffin

**Absent:** Susan Barnes, Gale Dutcher, Scott Horlbeck, Sohail Khan, Judy Rieke, Jeanette Ryan, Mark Scully, Maile Tualii

### **Action Items:**

- Ulrike will move the Design Subcommittee minutes from the Web site to the wiki.
- Claire will work with Ellen and Molly to contact participants from the 2006 conference and a few Steering Committee members to encourage and assist them in submitting their projects to the wiki.
- The Publicity/Evaluation Subcommittee will begin preparations for conducting an evaluation of the OC collaboration. Claire will recruit a facilitator and notetaker from the TC4C Effective Practices Committee.
- Barbara will send an e-mail to current Steering Committee members to confirm who wishes to continue in 2009 and solicit ideas for new recruits as necessary.
- Once all 15 Steering Committee members for 2009 are confirmed, Barbara will poll the group to determine a new meeting time that will accommodate all members.
- As the wiki grant ends on December 31, 2008, Barbara will write the final report on the project by January 15, 2009.
- Once Steering Committee members and meeting date/time are established, Barbara will call an organizational meeting to begin developing the new team charter.

### **1. Action Items from October 9 Steering Committee meeting**

- Content Subcommittee – Pat worked with Scott to get the policy for importing a document versus linking to an external file integrated into the wiki tutorial.
- Claire (Technology Subcommittee), Susan (Publicity/Evaluation Subcommittee), Pat (Content Subcommittee), and Barbara (Steering Committee) moved their respective minutes into the wiki. Ulrike will be moving the Design Subcommittee minutes to the wiki.
- Susan moved the publicity materials into the wiki.
- All other action items are addressed below.

### **2. Team Charter - Items to be Completed**

**Task 4 - Assigning Steering Committee members to participants from 2006 Conference to encourage contribution to wiki**

Claire sent an e-mail attachment on 12/10/2008 listing Steering Committee members and participants from the 2006 conference who we would like to encourage to submit their projects to the wiki (appended to these minutes). Note that names listed in the boxes were collaborators on projects with others on the list and only one needs to be contacted. Ellen, Molly, and Claire volunteered to contact these individuals to encourage and assist as needed to submit projects. Other individuals with Native health information projects should be encouraged to submit their projects as well, not just Steering Committee members and 2006 conference participants.

#### **Task 5 - Evaluation of Wiki Project**

Since there are not regular users of the wiki right now, it was proposed to do an evaluation on the collaboration itself that can be used for the TC4C/OC Collaboration presentation proposed for the MLA Conference in Hawaii in May 2009. The 15 Steering Committee members will be divided into three groups to discuss a series of questions about their impressions of the collaboration, processes, and outcomes. The TC4C Effective Practices Committee will be solicited to provide a facilitator and notetaker to assist these discussions. All present agreed. The Publicity/Evaluation Subcommittee will follow-up on this.

#### **Task 6 from Team Charter - Do we want to link other related resources to the wiki?**

Task 6 on the Team Charter says that we will develop training materials for linked resources, such as the Effective Practices Collection ( <http://www.nationalserviceresources.org/resources-specific-groups/tribal-programs> ). It was decided that other Web sites will have their own procedures and tutorials for adding content to their pages. Instead, it was proposed that we consider linking other Native health information resources to a section on the wiki. Among the suggested links were the Effective Practices tribal programs collection, MedlinePlus Native American resources, and possibly the NLM outreach evaluation publications (although not specific to Native Americans). It was cautioned that we not duplicate other resource Web pages that already exist. The idea was to create an Additional Resources page in the wiki to which individuals could suggest links and a group could determine whether suggested links fit the criteria for inclusion. This would be a static page that would not be open for individuals to freely link. All agreed that an Additional Resources page could be developed.

### **3. Continuation of OC Project Beyond December 2008**

#### **What ongoing maintenance of the wiki needs to be done?**

In Scott's absence, Barbara reviewed ongoing wiki maintenance needs as outlined by Scott. Maintenance tasks included upgrades which need a programmer versus remaining with Media Wiki 1.13.x which may require only patches; recruiting sysops (administrators) to maintain site content; categorizing pages by sysops or users as the site grows; and auto categorizing which occasionally needs manual attention by an administrator. The maintenance is now relatively minor and users may create their own accounts on the site. Additional funding was found by HSLIC to extend Scott from January-June 2009. He will continue to maintain the wiki during this time.

### **What tasks will need to be done?**

- Technical maintenance by Scott through June 2009
- Creation of Additional Resources page
- Publicizing
- Evaluation of wiki users (later)
- Reviewing usage data (ask Scott if there is such data with the wiki)
- Volunteers to partner with people to help them enter projects into wiki
  - NOTE: The free, open-access webconferencing software, Dimdim (<http://www.dimdim.com/>) could be considered for consulting.
- Possible repeat of 2006 conference in 2010? It was felt that a face-to-face meeting would be very desirable and to include more Native Americans. Expense is an issue. It was suggested to tie this conference to another meeting such as MLA, the Indian Health Consumer Conference, the National Indian Health Board meeting, or NARCH meetings. Pat Bradley has contacts with these Native American groups if we wish to pursue this further. The suggestion was made to repeat the Native American Health Information Conference about every 4-5 years.

**Should we develop a new team charter?** (last one was via Adobe Connect Webconferencing and took about 3-4 months). The group agreed that we need to develop a new team charter.

### **Which Steering Committee members wish to continue?**

Barbara stressed the importance of having Steering Committee members who are active and can share in the workload. Most of the work will involve publicizing and maintaining areas of the wiki over time. Barbara noted in Susan Barnes' absence that Susan would be happy to continue as Chair of the Publicity/Evaluation Subcommittee. Also, Judy Rieki alerted Barbara that she had retired and was moving but was interested in staying active in the wiki project for a while longer. It was agreed that 15 Steering Committee members is a good size to keep. If some current SC members wish to retire, new members will be recruited in their place. Some suggestions for recruitment included to have a stronger Native American perspective, consider tribal librarians group (Mariann?), SIS group at NLM, Sacred Root. The suggestion was also made to have people working on task forces who are not Steering Committee members. Barbara will send an e-mail message to current Steering Committee members to confirm who wishes to continue in 2009 and who would like to retire. Once it is determined if there will be openings on the Steering Committee, she will solicit recruitment ideas from the remaining members.

### **Will we keep the same meeting schedule in 2009?**

Ulrike said that she would not be able to continue meeting at our current time and suggested an afternoon meeting time. Once all 15 SC members are confirmed, Barbara will poll the group for a time agreeable to all.

*Submitted by Barbara Nail-Chiwetalu, 12/12/2008*