Outreach Connections: Native Health Information
Steering Committee Minutes
February 14, 2008

Present: Janis Teal (Facilitator) , Pat Bradley, Scott Horlbeck, Judy Rieke, Urike Dieterle, Molly Moore, Ellen Howard (Recorder)

Minutes from previous meeting: approved

Action items:
- Decide who monitors quality of site (TBD by Steering Committee)
- Create templates for contacts and other entries related to individuals, agencies, groups in various "categories" (Content Subcommittee)
- Clarify listserv: who owns, monitored?, etc (Janis)
- Have all Steering Committee members to explore Web site (Janis send email)
- Call March meeting as Steering Committee meeting (Janis)

Scott presented the Web site, highlighting recent changes and bringing up topics for discussion

Major changes since last meeting:

- Working on navigation.

  Scott placed links to the tutorial in many places. The committee thought this was good.
- Wrote a description of what the site does
- Wrote instructions how to post / enter a project.
  - Included note that the creator of a record is responsible for quality and must take time to learn the rules and enter the information correctly. The committee suggested that Scott make these instructions stand out more and state as more of an imperative.
  - When starting new project page:
    - Make sure not already in there: search site to find out
    - Begin to create. Short instructions on page. Copy and paste template to edit section on the page.
    - Enter Year-Month (YYYY-MM) for sorting purposes. (OK by group)
    - Tribe. Use standardized spelling, capitalization-case sensitive. The suggestion box with info that's already been entered is available and users can select from previously used terms. If a new term is added by the user it will be added to the suggestion list: it will show up in red until it is stored. If a user discovers a term has previously been entered incorrectly, the user needs to enter the term correctly and go back to correct record(s) that had error (s).
    - Note: who monitors? – Steering Committee can designate people to fix mistakes. The errors are context sensitive, ie you could correct error in tribe field but it may still appear in the abstract field.

        - For pull down fields the creator can designate several locations or tribes or agencies or contacts; eg. Location 1, location 2; tribe 1, tribe 2- up to 10. Use a line feed, retype a pipe (|) and the field name followed by the next number.
        - Text shows up as you enter it, but it gets converted to a table for storage.
    - More details on help screens but always feel free to contact Scott with problems.

Features of displayed pages were pointed out

- Everything added now linked. For example, a user clicking on name sees all entries & contact info. Contact info comes from a category page which Scott still needs to work out. For tribe could enter info about tribe or agency on a category page. Can create a page in this section for a person even if s/he is not member of the authorized user group. We need templates for the pages in each category. Pat and the Content Subcommittee to make recommendations for content.

- Help section: links to cheat sheets, e.g., how to create headlines, italics, etc.

- Social networking can be supported:
    - Each user gets their own page to add what they want. Get to that by clicking on name.
    - Community portal link. Allows central discussion. Could have announcements and discussion of the Web site. Discussion tab.
    - Each project has a discussion page.
    - Should we promote the NAHIS-US Conference listserve (NativHI) on page? Janis to investigate RML rules to add names to listserve. South Central set up. Is it moderated?

We are ready to take the website out of the sandbox mode which will mean removing practice projects. To do this we will send a notice out to listserv and remove mock entries. Judy wants to fix up one of the 5 project entries that will remain before the site goes live. All owners of the 5 real projects in the database should discuss what they plan to do with Scott. Outreach to Health Prof probably needs a more specific title.

All steering committee members need to try working with the new wiki. It seems that most librarians will need to develop basic wiki skills as many groups are using wikis for sharing information so this can be seen as developing a skill needed for professional development.

Because nobody was present for the Publicity Subcommittee, the publicity discussion was postponed. However, Janis announced that N.M. has more funds for the project than they previously thought: these funds can be used for publicity.

Some attendees questioned who is our audience for this project, how can we reach them once defined – especially those outside the library world, can we reach groups via other Web sites, e.g. ALA? This item will be on the March agenda for discussion.

The March meeting would be subgroups but it seems that it would be useful to instead have another Steering Committee meeting. In the meantime the Content Subcommittee can work with Scott on what should be included for contact info and how to easily locate that info.

Next Meeting:
March 11, noon, Eastern time
Agenda items:

1. Who is the audience and how to reach them?
2. __________
3. __________