

Information Hub Development Committee
April 5, 2000
University of Detroit Mercy

Minutes

Present: Scott Muir (Chair), Duryea Callaway, Willy Cromwell-Kessler, George Libbey, Sandra Martin, Jeff Trzeciak, Karen Tubolino

Excused: Ann Walaskay

1.0 Review Agenda and Minutes -- S. Muir

Beginning April 5 an update on Ameritech grant activity will be a permanent agenda item.

The Committee continued discussion of the information hub. Members were interested in the current position of the DALNET Board and how it defines the Hub. IHDC recommended presenting an executive summary of the March retreat that would include the roles and scope of the Committee at the May Board meeting. It is hoped this presentation will precipitate further Board discussion to clarify and define its concept of the Information Hub.

Action: S. Muir will create an executive summary of the IHDC retreat to be presented to the DALNET Board. The summary should contain a definition of the information hub, its components, and a brief discussion of issues for further development. K. Tubolino will review the summary to lend Board perspective. S. Muir will email draft to the IHDC for further input on or before 4/12/2000.

1.1 IHDC Listserv

The listserv address for IHDC is IHDC@lists.wayne.edu. J. Trzeciak will subscribe committee members. W. Cromwell-Kessler requested that mail be forwarded to both of her email addresses.

1.2 Working Model of the Hub

The Committee discussed how to best represent the hub on the DALNET web. Its look should be carefully considered. Since its visual representation will be driven in part by our interface, forming a strong working relationship with the DALNET website committee will be extremely important. Tim Cromer and Rosalind Burton, DPL, were suggested as possible contacts. Members also discussed some examples of websites from which IHDC might gain ideas.

Action: W. Cromwell-Kessler will distribute the URL for the gateway that the UK will launch soon.

Action: D. Callaway will provide additional web contacts.

2.0 Ameritech Grant Update -- D. Callaway

2.1 GIS training

A portion of the DALNET video appears to promise GIS capability. As such D. Callaway is extremely interested in developing in-house expertise and has requested further information from Purdy/ Kresge Library as to future GIS plans. Arcview, GIS developer, is conducting a training session at Eastern Michigan University soon. The committee thought the \$800 fee that Arcview charges for training reasonable. Both D. Callaway and J. Trzeciak expressed interest in receiving GIS training.

Action: the IHDC recommends training for either DALNET or IHDC committee member from Arcview.

Action: W. Cromwell-Kessler will check within DPL for additional participants.

2.2 Staffing

The committee discussed staffing levels needed to develop and or create the deliverables detailed in the grant. Temporary project staff is needed to support these efforts. It is clear that dollars are available to hire personnel to assist with hub development. As work continues is expected that the various task forces and teams will be charged with providing budgetary information to assist IHDC in determining what can reasonably be accomplished.

Action: S. Muir should include discussion of personnel issues needed for hub development in the executive summary.

3.0 Reports Task Forces and Teams -- S. Muir

Scott reviewed processes for creating IHDC working groups. Groups will be expected to develop project plans that include recommendations, alternative plans, fallback positions, and funding requirements. The IHDC can then set priorities and help coordinate and establish additional roles. In some cases task forces may need to seek outside grant sources to develop or create projects.

3.1 Health Sciences Task Force

Scott asked Karen and Sandra to solicit a chair for the task force. Since this breakfast has taken place and members of the community have provided their input, it is important that work continue.

Action: S. Martin will solicit a chair from among DALNET members. K. Tubolino will clarify committee membership.

3.2 Cultural Task Force

IHDC discussed the make up of this task force. Jennifer Muldron, DIA was recommended as chair and to work with Phyllis and Sherrie Gay. Committee members suggested contacting Cranbrook for additional task force members.

3.3 Economic Development Task Force

IHDC tabled further discussions of the Economic Development group until its membership has been clearly defined and a chair identified

Action: D. Callaway will ask to have the task force reconvened and to solicit a chair from among task force members.

3.4 Metadata Standards

Membership includes: Mary Howarth, OCC, Donna Row, UDM, Fran Krempasky, WSU and Anaclare Evans, DALNET liaison. Matthew Dayley, UDM will be asked to act as a resource for the task force. Willy asked for an additional appointee from the Walter P. Reuther Library Archives. Tom Featherstone or Mary Wallace are two possible choices. IHDC members discussed the need to further expand the role of this task force

Action: S. Muir will ask Adriene Lim, DALNET staff, for additional recommendations to the task force

Action: S. Muir will ask Patrice Merritt, acting director of the Reuther Archives, for an appointment to the Metadata task force.

3.5 Database architecture and WSU Systems

IHDC decided to hold on creating a separate committee to review the effect of proposed deliverables and/or outcomes on the system. Members agreed with the general principle that task forces should request input from systems before presenting final plans or recommendations. Systems group may be asked to review progress of IHDC task forces. It is especially important for the task force on metadata to begin to establish a strong working relationship with systems.

Action: W. Cromwell-Kessler will revise the charge of the task force on metadata to encompass establishing relationships with DALNET systems.

IHDC wanted clarification of the relationships between Ameritech and Epixtech. Now that the company is no longer Ameritech how has the vision changed?

Action: S. Muir will take question to the DALNET Board.

3.6 GIS Conference

IHDC tabled creating this task force to await the results of efforts to obtain GIS training. Members discussed options for ongoing training. Continuing with training for the next several years in a row may be necessary to establish the depth required to provide GIS services.

4.0 Additional Ameritech Deliverables

IHDC tabled further discussion to await input from task forces and committees. These groups will determine additional deliverables some of which may include creating customized databases.

5.0 Announcements

Scott is running for LITA board. Vote early.

6.0 Meeting Sites

Next meeting is scheduled for 4/26/00 at OCC -- Orchard Ridge. S. Muir will provide directions to the site.

7.0 Minutes

Recorders for the next three meetings are:

4/26/00	Karen Tubolino
5/3/00	Jeff Trzeciak
5/17/00	D. Callaway

Respectfully Submitted
Sandra I. Martin