

Information Hub Development Committee
Annual Report
October 1, 2000 – September 30, 2001

Projects

Developed communication strategies for Hub projects

- Designed a process to initiate digital projects for the DALNET Information Hub
 - Created application process documentation, "Process for Approving and Monitoring DALNET Projects"
 - Created an initial survey form, "DALNET's Digital Collections Survey"
 - Surveyed members and received 21 responses
 - Evaluated member projects and identified top choices using "Basic Criteria Rating" form with a weighted formula applied
 - Conducted follow-up interview on top projects, via "DALNET Information Hub Digital Projects Follow-up Interview Questions"
 - Allocated funding from Ameritech grant to top ranked DALNET projects
 - Developed an allocation letter to be sent to DALNET members who are given funding support
- Discussed how to encourage more interest in the Hub
- Monitored and advised Health Services TF on issues related to calendar project
- Explored opportunities for Cultural and Business & Economic Development projects
- Developed detailed plan of activities and decisions to be made to initiate DALNET Information Hub, "Project Plan for the Information Hub"
- Discussed definition of the Hub and incorporated this definition into official DALNET documents

Web Site

Reviewed the DALNET Web Site and its relation to the development of Information Hub projects.

- Supported and critiqued the "new" DALNET Web Site design
- Reviewed the use of name Im@gine in Hub Projects
- Expressed concerns about the lack of a Web Master which hindered the development of the Gateways

Finance

Made recommendations for funding proposals to the DALNET Finance Committee

- Discussed implications of proposed changes from the Finance Committee (October 2000) for DALNET staffing and equipment.
- Developed criteria for use of DALNET HUB server
- Worked on language for digital labs agreement

Communication

Established processes to communicate with DALNET Committees and Task Forces on topics related to the Information Hub and digital projects

- Held a joint meeting (November 2000) between the IHDC and Steering Committee to discuss options and implications for new DALNET organizational structure. Key outcomes were:
 - Established liaisons between the two committees to facilitate better communication between the two groups.
 - Drafted an organizational chart of current DALNET committees and task forces, examining relationships and reporting lines
 - Discussed establishing the IHDC as an over-reaching (steering) committee to coordinate the entire DALNET information “scene” – both Horizon and “hub” development pieces.
 - The extent to which the SC can assume other functions and evolve into a Horizon advisory group, since the role of the SC is defined by contract and is designated to continue through the implementation of the enhancements.
 - If the SC remains with the more limited contractual activities, a suggestion was made to meet less frequently and only when input is requested from the Board or when there are definite action items.
 - It was the consensus of the SC to wait to recommend changes in their role until the new DALNET Director has been hired and has a chance to review the DALNET committee and task force structures.
- Met with new DALNET Director to outline Steering Committee perspectives on DALNET and Horizon, improving communications, potential overlap between the IHDC and SC
- Gave regular reports to the DALNET Board on projects and activities
- Discussed plans for a DALNET Newsletter as a marketing tool for DALNET members and for the community
- Reviewed work by the Metadata Task Force which can be found at <http://home.msen.com/~kessler/MTF/>
- Participated in Board Planning retreat

Education

Continued our education on issues related to digitization, metadata, and other digital projects both under development and completed on the Web

- Had discussion and shared information on Web Sites and other information resources about digital sites and projects.
- Participated in presentation about InfoMine and CORC