INFORMATION HUB DEVELOPMENT COMMITTEE
Minutes
May 2, 2001
WSU PK Conference Room

Present: S. Muir, S. Martin, G. Libbey, A. Walaskay, W. Cromwell-Kessler, K. Tubolino, D. Callaway

Minutes: March 7, 2001 – Approved
         April 18, 2001 – Approved

Main topic of discussion was approval of the IHDC proposals at the next DALNET Board meeting. The plan is the scope of work which needs to be done. It is not a detailed timeline or project plan. The process consists of initial submission of a project idea to IHDC with four questions. Each member of IHDC then reviews the proposal and evaluates it based on the Criteria Rating Sheet. These scores are compared and an average score obtained (perfect score is 70 points). Projects receiving high scores are sent follow up interview questions and an interview is set up with IHDC. Projects are prioritized as DALNET resources are made available to handle them. Anyone who is seeking grants under the name of DALNET would need to go to the Grant Committee for review and assistance. Any institution seeking an individual grant for the project is asked to inform the IHDC and Grant Committee for informational purposes only.

Documents to be submitted to the Board for the May meeting include:
1. Project Planning Document
2. Basic Criteria Rating
3. Follow- up Interview Questions
4. Top seven project summaries

    (NB - DALNET's Digitization Survey was previously submitted to the Board)

1.   This plan has been ready since February and M. Piper has reviewed it

2.   This form was tested at two meetings with each committee member contributing their scores for each project. In all but two cases the scores were within a few numbers of each other which validates the accuracy of the evaluation tool. Seven top scoring projects were selected from the 19 submitted proposals for further investigation

3.   Follow up questions are a working model. We will send the list of questions to the library contact and set up a time for an interview. For the initial series of interviews we will be evaluating the tool. Some questions may foster other questions, some may need to be revised and others added may be of no value. The interview will consist of two members from IHDC with a possible technical expert from the DALNET staff. The library may wish to have a subject specialist as well as the project leader present. One member of the IHDC will be assigned as principle contact for that project.

4.   All but one of the paragraphs summarizing the top seven Hub project proposals have been received. Scott will compile them onto one document and distribute them at the DALNET Board meeting.

IHDC will ask UDM staff to present a short program on their experience with creating digital collections. This will foster the idea of DALNET operating as a support network for projects under development.

Ameritech Grant
      There is $50,000 remaining. $45,000 is available for project funding with $5,000 held for promotion of the Hub. Options for financing three top projects were discussed (top 3 could receive $15,000; top 2 could receive $22,500; monies could be set aside as needed for each project; all seven could

get $6,000). This issue will be forwarded to Finance for their recommendations before further decision is made. It was noted that more than three projects would be difficult to monitor and may adversely impact the ability to get all projects completed.

Equipment

The digital test server has not been ordered yet

The lab agreement is still not signed. This will be discussed at the next Finance Cte meeting. IHDC would like a list of equipment to be purchased with DALNET money from each of the three institutions. The three representatives may need to meet again once the agreement is finalized.

Webmaster

This is a critical position for the development of the Hub. This person will be responsible for providing the coherent web interface and look of DALNET.

What is the Hub?

It is what we make it, although ultimately the single access point to all resources will also define it. We need a hub identity. How fast can we get the digital projects up on the DALNET site?
It was felt that we could have six individual digital databases available by January 1. The Health Calendar and the two UDM databases are almost there now. We can identify three projects from the current lists and work at having them available within this timeframe.

Next meeting is schedule on May 23 at 2PM at the VAMC