

DRAFT Proposed Revised charge DALNET Steering Committee Charge

This first section was extracted and revised from The DALNET Ameritech Partnership Proposal specifies the following responsibilities for the DALNET Steering Committee (under Business Guidelines, Section 5):

- Preparing goals and objectives for Board approval.
- Approving time-bounded plans designed to achieve goals and objectives.
- Reviewing and submitting for Board approval policies and standards related to goals.
- Approving staffing action requests brought to the team by the project leaders.
- Identifying training needs.
- Monitoring the progress of the partnership project to ensure goals and objectives are achieved in a timely manner.
- Preparing annual reports on partnership activities.
- Developing or reviewing budget requests for the partner's approval.
- Recommending procedures for DALNET Board and *epixtech Ameritech* Management Team approval. The procedures to be developed should include:
 - Evaluating the performance of the project leaders.
 - Resolving disagreements.
 - Ensuring the celebration of milestones.
 - Escalating unresolved problem through the *epixtech Ameritech* Account Manager.
 - Selecting and evaluating participants in development/enhancement projects.

The Steering Committee recommends it be assigned three additional areas of responsibilities:

- Monitor ongoing development of DALNET Horizon enhancements and new *epixtech* products.
- Identify interim solutions to Horizon for operational needs for DALNET members, when needed.
- Address new policy issues resulting from the incorporation of new DALNET members into Horizon

Current Members

Scott P. Muir (chair)

Leo Papa –UDM

Mary Ann Sheble – OCC

Jim Flaherty – WCCCD

Debbie Adams – Botsford

Louise Bugg – WSU/DALNET

Karen Bacsanyi - WSU

Phyllis Jose - OCLL

Kerry Sanders – DPL

(Randy Call - DPL)

April 18, 2000

DALNET Information Hub Metadata Task Force

The Metadata Task Force will research and develop a metadata architecture that incorporates and integrates the diverse resources of the DALNET Im@agine Information Hub. The Task Force should develop at least three alternatives that represent different levels and types of resources allocation, from the simplest to the most complex. This task force will report to the DALNET Information Hub Development Committee.

Tasks include, but not limited to:

- Review and compare emerging metadata standards
- Recommend guidelines for metadata deployment within the Hub
- Review standards for data content (authority files and thesauri) and develop best practice guidelines.
- Develop a template to simplify input of records into MARC Horizon databases:
 - Specify minimal data elements
 - Specify extensions for various formats and sub-domains
 - Develop the template so that it can be extended easily for those who wish to exceed it.

Members:

Willy Cromwell-Kessler - DPL (chair)

Mary Howarth - OCC

Donna Roe – UDM

Fran Krempasky – WSU

Reuther Archives – representative to be named

Anaclare Evans – DALNET liaison

**DALNET Information Hub
Health Sciences Resources Task Force**

The Health Sciences Resources Task Force, in conjunction with the DALNET Information Hub Development Committee will identify and develop content in this subject area for inclusion in Im@gine. This task force will report to the DALNET Information Hub Development Committee

Specific activities will include:

- Conduct needs analysis through breakfasts or some other forum
- Develop criteria for resources inclusion
- Identify potential resources for inclusion
- Recommend demonstration and prototype projects
- Monitor progress and completion of projects
- Evaluate projects in terms of value, searchability, ease of use, etc.
- Identify potential costs and develop budgets
- Assist in identifying financial resources

Members:

Cathy Eames – Childrens (Chair)

Karen Tubolino – VAMC

Sandra Martin – WSU

Nancy Bulgarelli – Beaumont

Daria Drobney – Rehab

Carol Benson – OCC

Anaclare Evans – DALNET liaison

Dee Callaway – ex officio

**DALNET Information Hub
Economic Development Task Force**

The Economic Development Resources Task Force, in conjunction with the DALNET Information Hub Development Committee will identify and develop content in this subject area for inclusion in Im@gine. This task force will report to the DALNET Information Hub Development Committee

Specific activities will include:

- Conduct needs analysis through breakfasts or some other forum
- Develop criteria for resources inclusion
- Identify potential resources for inclusion
- Recommend demonstration and prototype projects
- Monitor progress and completion of projects
- Evaluate projects in terms of value, searchability, ease of use, etc.
- Identify potential costs and develop budgets
- Assist in identifying financial resources

Members:

Bob Holley – WSU

Dave Murphy – Walsh

Jon Cawthorne – DPL

Sally Lawler – WSU

Marva Greenwood Snell – DPL

Chair to be determined

Dee Callaway – ex officio

**DALNET Information Hub
Cultural Resources Task Force**

The Cultural Resources Task Force, in conjunction with the DALNET Information Hub Development Committee will identify and develop content in this subject area for inclusion in Im@gine. This task force will report to the DALNET Information Hub Development Committee

Specific activities will include:

- Conduct needs analysis through breakfasts or some other forum
- Develop criteria for resources inclusion
- Identify potential resources for inclusion
- Recommend demonstration and prototype projects
- Monitor progress and completion of projects
- Evaluate projects in terms of value, searchability, ease of use, etc.
- Identify potential costs and develop budgets
- Assist in identifying financial resources

Members:

Jennifer Moldwin (DIA) – chair
Bob Holley – WSU

Dee Callaway – ex officio