

**Information Hub Development Committee  
Minutes, March 13, 2002  
Wayne State University Undergraduate Library**

**Present:** Dee Calloway, Chair; Dee Calloway, Willy Cromwell-Kessler, George Libby, Scott Muir, Karen Tubolino, Ann Walaskay. Note: David Murphy has resigned from the IHDC.

**Minutes** The minutes of the February 22, 2002 meeting were approved.

**Workshops**

Digital Lab -- The last details for the workshop at UDM are in the works. Depending on final workshop attendance figures, there will either be one or two groups created for the presentations. Optional tours of Graphic Sciences have been set, one for late March, the other in the first week of April.

Metadata -- Final details are being ironed out, including the necessary software setup. Willy will be presenting the Metadata Committee's recommendations in draft form, since the committee has not yet finalized them. The template has been completed for data entry, but not yet as a conversion tool.

Reminder -- After the Project Planning workshop, Dee will post a fresh reminder by email about the upcoming two workshops.

Evaluations -- Willy has agreed to continue to compile the evaluation forms for the remainder of the workshops in lieu of a future minute-taking.

Webliography of Resources -- Once the workshops have been finished, Dee will compile a list of the presenters' links and post them on the DALNET website.

**Planning Team Report** Scott and Ann are on the DALNET Planning Team. Scott reported the progress to date.

New DALNET mission, vision, and values statements were presented and approved by the Board. The Team is working on revising the DALNET committee structure.

They will recommend proceeding with a summer DALNET planning retreat. If approved, as a way to prepare for the retreat, the main issues will be brought up for preliminary discussions at the next Board meetings.

Scott asked for and received approval from the IHDC to request that *epixtech* come to meet with the IHDC and then the Board related to development of the information gateway. Possibly this will take place in May. The IHDC will work on questions to submit to *epixtech* so they can be prepared to answer questions.

Some of the issues to be fleshed out:

- *epixtech's* compatibility with other vendors' products/receptivity to partnering
- How they fit into the statewide initiatives
- What are their key capabilities
- Separate what is deliverable now from what is projected for the future
- Ask for commitments to a timeline

The IHDC agrees they will want to meet with *epixtech* whether or not there is a summer planning retreat.

**Next Meetings** The next meeting will be April 4th at UDM, followed by April 17th at VA.

Submitted by Ann Walaskay