

MDOS Steering Committee Meeting Minutes

2023 December 18, 3:00-4:00 p.m. ET

Agenda

1. Announcements
2. Approval of November 16 meeting minutes
3. Updates on action items from last meeting
4. Re-Envisioning MDOS data analysis
5. Next meeting

Attendance

Present

- Cobourn, Alston (Member, 2023-2024)
- Friedman, Marissa (Social Media Coordinator, 2023-2026)*
- Friedman-Shedlov, Lara (Immediate Past Chair, 2023-2024)
- Larson, Julia (Member, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Serrao, Jessica (Co-Chair, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

*Minute-taker

Absent

- Lambert, Warren (Member, 2023-2026)
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Rosier, Julie (Web Liaison, 2022-2025)

Minutes

1. Announcements
 - a. Registration for [BitCurator Forum](#) is open - all virtual, sliding scale for registration fees to make it accessible. This year adding second Great Question session (online info-sharing Q&A for people to submit techy questions and get assistance, crowdsourced). New format: demo/how-to sessions.
 - b. Waiting on replay re: web analytics (Jaime)
2. Approval of November 16 meeting minutes
 - a. Approved! No suggested changes.

3. Updates on action items from last meeting
 - a. No response from SAA leadership about handbooks (Lara)
 - i. No other section seems to have had this thought. We may be on our own to shape this ourselves.
 - ii. We have an old template to go on, could update it as needed.
 - iii. Next meeting could have a handbook brainstorming session - Jessica will put this on the January agenda.
 - iv. Could promote via newsletter or on listserv
 - b. Discussion from the last meeting was sent to all members who missed it.
 - c. Elizabeth is about halfway through looking at broken links on the [Educational Resources page](#) (most aren't broken, but many are around 7-10 years old).
 - i. Could use the newsletter to call out for refresher resources from MDOS members
 - ii. The [Sample metadata section](#) has a very old form - should we review the form to see if it is something we want to continue with? Ask folks to send in metadata samples? Share your metadata initiative - possible new year project
4. Re-Envisioning MDOS data analysis
 - a. Need two more people to sign up (Sign-up sheet) to help analyze the spreadsheet
 - b. Confusion over how to complete the action item. Jessica will send out clearer instructions on what to do.
 - c. Use the potential themes column (Column C) to boil down the main points pulled from the transcripts in Column B. This is to help boil the data down to even more granular/fewer broad points.
 - d. The next step is lumping and splitting these extracted themes across the spreadsheet tabs. This will allow us to connect points across various focus group's responses within the larger thematic areas (i.e. "future of MDOS")
5. Next meeting, Thursday, January 18, 2:00-3:00 ET
 - a. Jaime will be next to take minutes.

Action Items

1. Jessica - Send out clarifying instructions for data analysis and next steps in preparation for January meeting
2. Committee members - Continue with Re-Envisioning MDOS data analysis
3. Committee members - Review the old [MDOR Leadership Handbook](#) and [Sample metadata](#) page and think of ideas for how to refresh these.