

# MDOS Steering Committee Meeting Minutes

2024 January 18, 2:00-3:00 p.m. EDT

## Agenda

1. Announcements
2. Approval of December 18 meeting minutes
3. [Handbook](#) review
4. [Metadata samples](#) review
5. Next meeting

## Attendance

### Present

- Lambert, Warren (Member, 2023-2026)
- Larson, Julia (Member, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)\*
- Serrao, Jessica (Co-Chair, 2022-2025)
- Tang, Lydia (Council Liaison, 2022-2024)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

\*Minute-taker

### Absent

- Cobourn, Alston (Member, 2023-2024)
- Friedman, Marissa (Social Media Coordinator, 2023-2026)
- Friedman-Shedlov, Lara (Immediate Past Chair, 2023-2024)
- Rosier, Julie (Web Liaison, 2022-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)

## Minutes

1. Announcements
2. Approval of December 18 meeting minutes
3. Handbook review
  - a. Review the old [MDOR Leadership Handbook](#) (revised 2012 version) and determine what needs to be updated, added, removed
    - i. Structure mostly OK, but:

1. Handbook dates back to when section was still a roundtable (“MDOR” throughout)
    2. Includes roles that no longer exist
    3. Assumes in-person meeting structure
    4. Suggestion to incorporate: Outsource standing rules (any other org-wide content) to SAA’s site and point/link to it
  - ii. Jessica will share out draft to edit
    1. Use suggestion mode in Google Docs & group will review at next meeting
    2. Jessica will do first pass to clean up formatting & send out prompt
4. [Metadata samples](#) review
  - a. Review the metadata samples page and form and determine how we want to proceed with it
    - i. Generally outdated: references to “MDOR,” etc.
    - ii. Desire to move beyond highlighting submissions from universities; focus on representation of varied institution types
      1. Member list, SAA Connect?
      2. Warren will Contact Carlos Salgado @ SAA for help in targeting
    - iii. Helpful to have clusters of documents from single organizations?
      1. Include crosswalks from one system to another, if possible
    - iv. Request form itself needs work
      1. Use Google Form to collect/share responses
      2. Jaime will work on turning existing PDF into Google Form
    - v. When new content is ready, retain a copy/archive of current samples, but unpublish on website
  - b. Additional project idea: Template/toolkit for legacy documentation & succession planning
5. Updates/Discussion from Education Coordinator
  - a. Should Newsletter continue?
    - i. If not enough content for monthly, maybe quarterly?
    - ii. Possible topics/sections: Software/tool profiles; News; Profiles of members
  - b. Still working through evaluation of Resources page
    - i. Will reach out for participation in updates
6. Next meeting, Monday, February 26, 3-4 PM EST

## Action Items

1. Jessica - Cleaning up formatting & sharing draft of MDOR Leadership Handbook for editing
2. Committee members - Open MDOR Leadership Handbook draft in Google docs & add suggestions for review at next meeting
3. Jaime - Work on draft of Metadata sample submission for using Google Form

4. Warren - Ask Carlos for list of membership with member orgs/roles for metadata sample solicitation
5. Committee members - Continue with Re-Envisioning MDOS data analysis