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      i. Generally outdated: references to “MDOR,” etc.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
   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