

MiTTNet Webinar and Call Meeting Notes

June 22, 2009

Participating: Jane Schuchardt, Robin Brekke, Ray Kimsey, Terry Meisenbach, Dan Cotton, Karen Ballard, Rich Poling, Floyd Davenport, Tom Coon, Lyla Houglum

The session will be recorded and archived for those unable to participate live. Dustan Hyatt will send the URL to Jane for distribution to the group.

Agenda:

MiTTNet site review and training: Ray took the group through the new MiTTNet site at <http://mittnet.extension.org>. You have to log in to get into the main page. The contact page includes all members of the core team. Discussion points included:

- The administrative functions button allows a person to edit resources and add users. We need to decide who has access to this function so Ray can add it.
- If links in the database are broken they will not show up.
- To enter a resource use the Tools section
- The following edits to the database were requested:
 - Change “Primary Contact Area” to “Primary Target Audience”
 - Change “Publication Type” to “Type of Resource”
 - Change “Resource Type” to Resource Origin” (discussion about deleting this item all together—will leave for now)
 - Change “Publication Date” to “Date Resource Created”
 - Add “Vietnamese” and “other” to the language options
 - Change “Clone a Resource...” to “Duplicate and edit a new resource”
 - Ray will make changes by the end of this week
- Question about searching in other databases like CYFRNet and extension.org for other resources. Decision that the search function would cover MiTTNet only.
- Search function for users needs to be fixed yet. Ray is working with Minnesota to get this done. Not critical for inputting data.
- Site will be ready for inputting resources by June 29th!

Communication Plans: Discussion with Terry about who has access to input data and how they know that the database is ready.

- Each target audience team will identify the appropriate contacts and communicate with them the need for identifying and inputting resource information. Terry will edit the draft input-seeking invitation letter developed by the youth group and send it to the target audience team leaders by June 26th for additional editing and use. The MiTTNet URL will be included in the draft letter. In an effort to assure data entry meets the criteria, target audience team leaders are encouraged to identify only a few people to populate the data base instead of sending the request broadly.
- Even though the Farm and Ranch group will be transferring many of the resources identified on their current site, we encourage them to seek additional input from program leaders or other key state contacts in agriculture, forestry, and natural resources.

- Terry and the communications team will develop an announcement to the Extension Directors that the database will be open by June 29th and members of their staff may be contacted to enter educational resources. The MiTTNet URL will not be provided in this letter.
- Since it is a simple process for inputting resources, in lieu of live training, instructions will be sent out with the invitation to identify and input resources. Ray will record a short connect session on Monday, June 29th on how to make entries. The connect session URL will be included in the letter of invitation.

MiTTNet Launch Plans:

- Launch is scheduled for July 29th. Tom will arrange for time on the ECOP agenda for a briefing and a ceremonial ribbon cutting with ECOP.
- User training will also be conducted on July 29th for the Extension System.
- This will be the beginning of a rolling launch—additional resources may be added after the official launch, but teams will do their best to get most of the available resources into the database prior to July 29th.

Evaluation: 28 out of 37 Dallas meeting participants have responded to the evaluation. Karen and Rich will send out one more reminder and close the survey by the end of this week. A meeting evaluation summary will be prepared.

Name change suggestion: A recommendation had come in to change the name to include “thriving” rather than “managing.” After some discussion the group decided to leave the name the same but to incorporate more positive “thriving” language in the description of MiTTNet.

Additional Training Requests: To follow up on earlier conversations Nick can be available to conduct training for the core team on using eXtension tools. Dan will check his availability. Sessions will be recorded and archived. Suggest that he do two trainings for us:

- One on people.extension.org (suggest July 13th)
- One on collaborate.extension.org (suggest July 20th)

Jane thanked Ray and Dan for very good progress on the database website.

No report available on the grant funds yet.

Next meeting is scheduled for Monday, June 29th at 2:30 Eastern Time via conference call – 866-423-1960, code 5262567.