

ECRC Fall 2007 Committee Report to POD Core
Chair: Connie Schroeder (2005-08)

Active Members:

Francine Glazer (2002-present), Sally Kuhlenschmidt, Ruth Harris-Barnett (2006); Patricia Coward (2006-present)

New Members: Eli Collins-Brown (2008), Dir. Instructional Technology Methodist College of Nursing
Cynthia Russell (2008), Professor, Acute & Chronic Care Department College of Nursing; The University of Tennessee Health Science Center

Activities: Fall 2007-Spring 2008

- a. Follow up on and monitored with DotInc. and ECRC Committee multiple website changes still pending as of Fall POD Core meeting.
- b. Exchange and clarification with DotInc. on website photo placement. Photos added.
- c. Correspondence with Historian regarding History page update: referral to Hoag and DotInc.
- d. Contacted Fall Conference Special Interest Group on Organizational Development: Solicited contributions to website section: What is Organizational Development?
- e. Recommended several current or former ECRC members for involvement in drafting Vetting process and sent to Publications Chair and Executive Board: Frank Gillespie, Joe Grimes, Kevin Barry.
- f. Inquired Exec. and Publications Chair for update on vetting process: no response
- g. Requested Core to send Committee Page updates using Committee template approved by Core, Spring 2007. Response: Only 3 committees: Grants, Diversity and ECRC. These updates were sent to Hoag, Executive Director. Hoag forwarded to DotInc. I Inquired with DotInc. re: updates; updates received posted to website.
- h. Sent request and rubric to Core for Core input on website per Fall Core meeting request. No response by any Core members.
- i. Collaborated with POD newsletter to post Memorial to Bob Diamond.
- j. Solicited quote from DotInc. for Core Members Only section. Sent quote to Core for early consideration of approval of funds for Core Members Only section. Requested Core and Exec. for online meeting.
- j. Replied to President's request (2/27/08) for input on ECRC structure. Drafted diagram of redesign of ECRC into 3 areas:
 - ECRC Policy
 - Website Development Coordinators (2);
 - Editor of Website (appointed)
- l. Collaborated with POD newsletter to post Memorial to Bob Diamond

Future Actions:

- ECRC will need to examine the POD Website copyright issues and draft a policy for Core to review.
- ECRC will need to follow up on initial plans to draft letters to inform, welcome, and encourage website involvement of new members (see minutes of Fall ECRC meeting sent previously in fall)_ including: letter to new members, letter to New Directors program, Regional Coordinators, etc.
- Website sections incomplete:
 - What's New? (building of function TBA - DotInc.)

What is Organizational Development? (content solicited;)
POD Members Only (needs password protected fields designed by DotInc – difficult process)

Action Items:

a. Budget Request: Core Members Only Website Section: \$800.00 – 1200.00 (DotInc. quote)

Proposal: Motion for Core to approve up to \$1200.00 to contract DotInc. to build a Core Members Only section into the POD website under About POD, POD Governance, POD Core. Time period needed: 6 – 8 weeks.

Design:

This cost includes the (most basic) design into the website of a new section, password protected, to retrieve information. The request was for a place to put documents the Core needs access to. Each document is a separate link to a Word document. Each document is labeled clearly with what it is, i.e., Spring 2008 Core Agenda. It is not a price quote that reflects an interactive function, which would be more.

Accessible by a listing of passwords of POD Core only (updated by the Executive Director and forwarded annually or as needed to DotInc.), this area would function as a *repository* of documents useful to the Core. These materials would be placed into the Core Members Only section by the Executive Directory only. This cost does not include an interactive function.

Options:

1) Monthly Design: List by month, i.e., April 2008; May 2008, etc. Archive: (Previous years of material?)

The Executive Director would send to DotInc. the documents (minutes, agendas, attachments, election candidate info., etc.) and post them in the month that they were sent to Core. This provides a common “date” for retrieval. The documents should also contain this month date as a header so it can easily be located. One month may several different documents.

2) Topical Design: Specific categories are designed into the Core Members only section.

Core Meeting Agendas (stored in chronological order)

Core Meeting Minutes (stored in chronological order)

Strategic Plan

Online Meetings/Correspondence (stored in chronological order)

Recommendations: Although I think people may have this “in mind” when they think of this area, I think this could be more confusing. One would have to know the right “topic” heading.

Decisions:

1. Which arrangement do you want created: topical or chronological?

2. Do you want an archive section?

3. Other:

History

At the Spring '07 POD Core Meeting, several Core members articulated a request for a quote from DotInc. via ECRC to build into our new website a section for Core Members Only, accessible by password. The Core agreed that this would be highly useful and that ECRC should provide a quote. At Fall Core Meeting I communicated that the website functions were not complete, ECRC was extremely busy revising and monitoring website completion, and would recommend delaying until Spring. January of '08, I asked via email if the Core would like to take vote on an earlier approval of this expense and if Executive Committee would like to create a formal meeting online. A few members on Core discussed it, however the Core did not take further action, and a formal meeting was not commenced by Executive Board.