

Multimedia Sub-Committee  
3/2/05 Conference Call  
Minutes

Present on call: David Byro, Tom Coogan, Greg Copely, Bob Nicholson, Terry Polen, Richard Rasmussen, Phyllis Strong, and Audrey Zelanko

#1 We refined our plans for our multimedia sub-committee meeting in Biloxi. First, we will host a demonstration of our on-line Multimedia Peer Center. Second, we will hear one or two representatives of multimedia programs respond to the same questions that we ask multimedia mentor volunteers to complete for our Multimedia Peer Center database. Thus, the audience will get to see how to move around the on-line Multimedia Peer Center and then will get to hear the type of information that can be obtained. Third, we will ask the multimedia program representatives for suggestions about how to improve the Multimedia Peer Center. Fourth, we will ask the rest in attendance for the same type of suggestions.

#2 We discussed our compilation of questions to ask multimedia mentor volunteers for our Multimedia Peer Center database. They were agreed upon with only a slight need for editing. Audrey will perform the needed edits and send them to the group for final review. The group will respond to Audrey by the deadline she sets.

#3 We went over our list of multimedia programs we want to invite to be mentor programs. We decided that we did not want to limit the invitation to those who submitted models to Karen Brown, or those who, in our on-line survey, designated that they were officially a multimedia program or that they had expertise in all media areas. We want to send our invitation to all representatives of all 507 programs.

#4 We will include our list of questions for would be mentors with the invitation. In the invitation, we will tell them we will make a first cut, perhaps a top ten, as we begin the set up of our database with more mentors to be added later. We will review their responses to our questions to help us make our decisions about our first cut. Phyllis will obtain Karen Brown's e-mail distribution list for all 507 programs. Phyllis will write the invitation and send it out after Audrey has the finalized version of our questions. In the invitation Phyllis will explain that the main focus of the conference will be on multimedia work. Phyllis will include a link to the conference agenda to emphasize this idea.

In the invitation Phyllis will ask:

- if these programs are multimedia
- if they are multimedia, would they be willing to volunteer as multimedia mentors in our on-line Multimedia Peer Center
  - if so they will need to send us their answers to our questions
- if they are willing to be multimedia mentors and are able to attend the conference in Biloxi would they be willing to verbally present their answer to our questions at

our Multimedia Sub-committee Meeting following our demonstration of our on-line Multimedia Peer Center.

#5 We set the next call for within 2 weeks so that Audrey could get our input about how to design the database and then go forward with her work.