



Health Informatics Council

GIS Advisory Committee Meeting Minutes

July 2nd, 2008

Present: Nduta Ahmad, Samuel Cannella, Dana Coles, Chad Corcoran, Amy Fletcher, Connie Hall-Jones, Bonnie Hartzell, Elizabeth Kruger, Tony McCord, Susan Mendus, Derek Pate, Katy Rich, Cari Thompson,

Absent: Anne Bliss, Susan Boyd, Jeff Carlisle, Mary Beth Cox, Kristen Eberly, Brittney Foy, Crystal Johnson, Jo Lynn Johnson, Michael Jordan, James Joslin, Vicki Kirtley, Miriam McGaugh, Becki Moore, Joyce Morris, Imad Mrani, Paul Patrick, Larry Weatherford, Carrie Zeman

Call to Order

Katy Rich called the meeting to order at approximately 2:00 p.m.

Opening Announcements

Levi in IT is working on the new ArcGIS installations but is not yet through the entire list.

Chad Corcoran found an ArcScript that will inform an ArcGIS user if they are using an ArcInfo license or an extension when they open the software. This will also allow the user to turn off an extension at that time if they do not need it. Several users are testing that tool right now to make sure it works well before having everyone install it.

The licenses usage web monitoring page has a glitch. When more than one person access the webpage, it freezes on the server and the server must be reset

Katy reminded the group that there is an attendance policy (members should not miss more than 3 consecutive meetings or 5 meetings in a year without sending a representative) and many members have not adhered to that in recent months. Katy will run the attendance stats and possibly suggest that some members might want to suggest replacements so that their Service will be represented at the meetings.

Minutes

Katy distributed copies of the June meeting minutes and requested that anyone email Katy with changes or corrections.

Map Templates

The Standards and Policies committee has recently met and developed some draft map templates. Their latest meeting minutes (from June 18th) were distributed for review.

Katy distributed a Presentation Guide and a Content Guide for the landscape template. A .mxd document that is pre-populated with the required map elements will be distributed to GIS users to use for making maps. The Guides (in pdf format) are intended to help the users use the template and know what fonts/colors to use when adding or modifying map elements.

Presentation Guide

Shauna Schroder developed presentation recommendations. The blue color of the text matches the logo color (the RGB value was provided for us). There has been much discussion about where to put the map title. The designer preferred left-justified but the consensus among most GAC members is for it to be centered because with a long title, left-justified looks like a mistake.

Content Guide

Chad developed this to inform users of what information should go in each element of the map.

Some map elements on the template are locked because the user should not move or change these elements. They include: the word “created”, projection/coordinate system, scale bar, north arrow, disclaimer, H of logo (text can be edited to customize for each Service Area). The ArcMap template document has guides setup in layout view to help with placement of elements.

Katy will develop a template usage document (Word doc) that will provide users additional information about using the templates such as:

- Elements in the map that are not locked might need to be moved around for map balance depending on the content of the map
- After the title text is changed, the user will probably need to re-align the title text box to be centered on the map
- When putting a map in a PowerPoint presentation, do...

The portrait template will be available for maps of individual north-south oriented counties or other geographies that work better in a portrait layout. The landscape template can be used for single county maps that are east-west oriented. Katy brought 4 options for the portrait layout that Chad drafted (including the blank template and two example maps using each template) and asked each meeting attendee to review the options and vote on their favorite by marking on the map of their choice.

Other map template ideas:

- U.S. map template that has Alaska and Hawaii in inset boxes.
- Generic map templates with inset boxes

Map Disclaimer

Katy distributed copies of the proposed map disclaimer. Policy will require use of the disclaimer on all “published” maps with the exception of maps in journal articles. The disclaimer should be

on maps included in PowerPoint presentations since the presentations might be viewed or printed outside of the original context presentation.

The disclaimer was submitted to legal for their review. They approved with one addition. They would like “to add an express statement wherein OSDH disclaims or denies any liability for the contents or the accuracy of the map or the facts underlying or related to any map”. Legal will add that language and get back to Katy with a final version.

Prioritization

Katy asked that the GAC members assist with prioritizing the list of things that need to be done within the subcommittees so she knows what to focus on first.

The prioritized list is as follows:

1. Software usage guidelines/procedures
 - a. Needs to be done quickly since so many new users have GIS software access now
2. Map template usage guidelines/policy
 - a. Needs to be done soon so users can begin using the templates
3. Map review process
 - a. Also should be done soon because of growing number of new GIS users
4. Hardware planning, server access, admin rights
 - a. IT vs. GIS Coordinator roles in administering the GIS system need to be specified in a policy; this was started by the Standards and Policies subcommittee
 - b. Katy needs to draft a document and meet with IT about it (she will do this as soon as she researches about what admin rights are needed for the different roles)
5. Metadata template
 - a. Will be used by only a few GIS users but metadata should be developed for all data before it goes into the geodatabase
 - b. In the meantime, Katy can inform users to contact her about metadata creation if they create new GIS data
6. Geodatabase design (design complete by December 31st)
 - a. Draft design of GDB should be presented to the GAC at the November meeting
 - b. Implementation of the pilot GDB should be planned by the December meeting

GAC Subcommittee Updates

There were no subcommittee updates at this meeting.

Next Meetings

The next meetings will be on:

Wednesday, September 3rd at 2:00 pm in Room 328

Wednesday, November 5th at 2:00 pm in Room 307

Wednesday, December 3rd, 2:00 pm, Room 1102

Meeting Closing

The meeting was adjourned at approximately 3:00 p.m.