



PO Box 520  
Trenton, New Jersey 08625-0520

To: New Jersey Digital Highway Advisory Committee

From: Susan Kaplan, Chair

Re: Minutes of January 12, 2006

Action Items for all NJDH members:

- NJDH Website: All contributors are urged to complete creation or revision of their content by February.
- Collection Outreach: All Advisory Committee members are encouraged to seek collection partners now so that the grant commitment of 10,000 images is met and exceeded.

Attendees:

Grace Agnew  
Isaiah Beard  
Tom Frusciano  
Susan Kaplan  
John Keisers

Linda Langschied  
Chad Leinaweaver  
Mary Mallery  
Rhonda Marker  
Kate McGuire

Deborah Mercer  
Brad Small (Newark PL)  
Scott Smith

EMM

John Keisers presented an overview of the E-learning Module Maker (EMM). Last summer twelve middle and high school teachers and librarians began using EMM to create online learning units (lesson plans) that combine their lesson plans, NJDH images, curriculum standards, and links to other online resources. Still unresolved are issues of accreditation and providing guidelines for proper citation of NJDH objects. Tom said the Educator workgroup will team with Copyright (Jim R.) to develop guidelines for proper citation. Grace will explore the feasibility to automatically capture citations from metadata, or to implement watermarking.

Educators' Institute

The educators returned in January for a full day completing their learning units. Public modules can be viewed at [www.njdigitalhighway/emm/](http://www.njdigitalhighway/emm/). When a peer review process is completed, modules will be entered in Merlot and ERIC. Note: From the website <http://www.merlot.org>: "MERLOT is a free and open resource designed primarily for faculty and students of higher education. Links to online learning materials are collected here along with annotations such as peer reviews and assignments". Linda reported that since the educators felt formal training is needed to use EMM effectively, lots of learning units will be developed internally and made public, especially ones using templates for Day In The Life, Immigrant's Trunk, and Roadsigns. Tom reviewed the educators' timeframe. Field testing will be completed by March and classroom

evaluation forms and an online evaluation of student engagement will be submitted to Bill Fernekes, followed by a module revision period. In September the final modules will be released.

It was agreed that the website should include *simple* instructions for basic creation/use of learning objects (i.e. NJDH image plus educator's text) and this should be promoted heavily. Rhonda reported that her poster session at the Council of Social Studies Educators was very well received. Many attendees are curriculum specialists, and NJDH should target publicity to this group. Grace said she would like to hold an annual educators' workshop. She also suggested asking teachers if learning units should be categorized by year. Finally, we need to publish instructions for giving students access to the modules.

### NJDH Website

Grace provided an update on the NJDH website. **All contributors are urged to complete creation or revision of their content by February.** Kate volunteered to be the point of contact for news and events information for the website. Please email all related news and events to her at [kathleen.mcquiere@oit.state.nj.us](mailto:kathleen.mcquiere@oit.state.nj.us). Scott volunteered to develop information for parents on what NJDH has for their child and how to search the Internet.

### Outreach

Isaiah demonstrated the new NJDH project management system using **.project** software. He will set up access for all NJDH committee members and send instructions to the main listserv for entering projects/collections soon. This system is to be used for outreach for collections and outreach to raise awareness about NJDH (events, conferences, workshops, etc.). Linda reported on outreach efforts to acquire additional content. **It is imperative that our members seek collection partners now so that the grant commitment of 10,000 images is met and exceeded.** Linda reviewed the process recently developed by the Outreach workgroup for collection development. All NJDH members are encouraged to make initial contact with collection owners and get general agreement to participate in NJDH. Clarify that NJDH will help them with their project, but they *will* have to do some of the work. Once a project is submitted by the NJDH member, the Outreach workgroup will review it and assemble a team to meet the needs of that owner for scanning and/or metadata creation if needed. Grace confirmed that NJDH can host audio and video materials. Rhonda commented that WMS has been revised and simplified somewhat. There are eight required metadata elements.

### NJDH Governance

Grace proposed an organization restructuring and volunteered to chair a by-law committee. By-laws will be developed for committees and workgroups in an effort to formalize NJDH operations. This will be advantageous as future funding is sought.

### Next Meeting

It was agreed to hold the next Advisory Committee meeting in late spring.

*Affiliated with Thomas Edison State College*