Minutes of the MMPC Web Subcommittee
November 5, 2007
Attendees: Ayala, Croninger, Laughlin
Missing: Cline

The committee read through the brand new MMPC website in order to identify changes that should be made immediately, those sections that will require special attention, and to appraise the workload associated with updating the website.

Right now the committee has four members—we will decide as we go along whether we need representation from all Centers.

I Main discussion.

1. Catalogue—this needs careful attention in order to ensure accuracy and completeness, complete all protocols, associate keywords with each test, and standardize elements between Centers as needed. It was suggested strongly that the individual websites refer to the main site for the test information, so that we don't have to worry about synchronization, and because with the new 'on the fly' catalogue generation, we no longer have to worry about updating the entire document. UWashington needs to complete its catalog.

2. Database—we will wait until the new database is published, but will need to make sure that all data that can be released to the public is released.

3. homepage—there should be another button along banner called 'home' that takes people to front page from all other pages: it is not apparent that you should click on the header for this. There should be a very short text at the top describing what the MMPC is. The buttons have different landing page layouts—the one for client, data search and data analysis is different than that for 'about mmpc', 'tests' and 'contact'…should they all have the same 'look'? We like the photos as a logo for each Center—might need to update one or two. The email should be spelled out next to the Director's name, instead of only being a link under the Director's name (there are apparently accessibility issues for some people). There should be an additional line for each Center with the global contact for each one, even though these are also found on the 'contact' page. The links to 'complete lists of tests' should go to the catalogue or test page on www.mmpc.org , not to the individual websites. All individual websites should have 'back to MMPC Home' buttons. The 'What's New' section should go to the P&F section, the MICROMouse section, the clamping course, the tracer course, links to the papers written by the MMPC on background strains or on the tests (UTSW and Vanderbilt papers, see list that follows), and any 'what's new' items that don't communicate useful info should be eliminated. This is really frustrating for the viewer.

4. 'About MMPC' list is likely too long. See ideas in next few bullets to shorten this list. Could divide into two: 'About MMPC' with contacts, guidelines, steering committee, mission statement, cores, publications and animal shipping and 'Special Programs' with courses and meetings and funding programs, and additional items (teaching materials, links to UTSW software programs, etc.) as developed.

5. Should be a button somewhere on main page or under 'about mmpc', 'Your Opinion' with link to survey as well as similar link on client site or 'tests' area for user feedback. Should also be found under 'what's new?'

6. Contact page http://www.mmpc.org/shared/contact.aspx —good, correct Cristina's name spelling.

7. http://www.mmpc.org/shared/presentations.aspx eliminate this page until or if we have content to go here

8. Combine two pages into one: meetings http://www.mmpc.org/shared/meetings.aspx and courses http://www.mmpc.org/shared/courses.aspx . Call it 'Meetings & Courses'. We will have very few public meetings. Should include info on the April 2007 meeting in Baltimore on Retinopathy/Neuropathy and the courses.

9. need to review/revise animal shipping page, mission statement, guidelines and policies pages

10. Center Cores http://www.mmpc.org/shared/showCenterCore.aspx?id=21 This can be a useful page, but the descriptions need to be much better. Although intro text says that each Center name is a link to that website, it is not really linked. Each Core should have a link to the Center Core website. Suggestion: brochures (.pdf) that describe each core in more detail, links to each Center page where core is described.

11. Institutions http://www.mmpc.org/shared/institutions.aspx not clear how useful the links are on this page—these could be eliminated. Also, the text at the top isn't very clear and should be revisited. Perhaps the information on this page would be better found in the database. It is nice to see who is using the MMPCs, but for many people they would want to know who to contact to get references for using the MMPC, etc. This page needs to be discussed to see if it can be made more useful or if the info should be presented in another way.

12. The P&F button should be change to 'Funding Programs' and should go to new page with links to new application submission tool and both P&F page http://www.mmpc.org/shared/pilotFeasibility.aspx and new MICROMouse page. These programs should each have a separate page, as there is too much info to be on just one long page.

13. P&F pages should have abstracts and papers from past funded grants. These could be gathered in response to an email from Rick.

14. publications http://www.mmpc.org/shared/publications.aspx this is very important page. Text needs updating. Status is wrong on all papers. In results list, not clear what function the 'submitted by' field provides, nor what the link is for. Is this the contact person for each paper…if so, this is useful but needs to be described better. Should each paper be associated with a Center or Center Core? How should this page be maintained? Can it be populated automatically from Pubmed by searching on MMPC, MMPC names, and all grant numbers?

15. Steering Committee page: correct Cristina's name spelling https://www.mmpc.org/shared/steeringCommittee.aspx . Under the main introductory text it should say "The 2007-2008 Chair is Dr. Renee LeBoeuf."

16. under 'Tests', can combine 'order tests' and 'orders' pages. Too confusing to have both with such similar names.

17. Database—the animal strains—any way to mark strains with actual data associated? Is entire list needed? Does this link to JAX database?
18. Client site—could we have an additional area for data retrieval for that client? Maybe this already exists? Training page needs to be completed. Is this only training on how to use the website? The meetings button should go only to MMPC meeting minutes and should only be visible to MMPC steering committee, Center and NIH Staff.   The text on this page needs to be altered to reflect this. On Logo site, can we have our original logo? QUESTION: should the original logo be used as the MMPC logo on the website rather than the redesigned one? Can we have sections for subcommittee minutes (web, tracer course, working groups, etc.) Can we have a new section for documents (like 2003 evaluation, hand books, etc.)
19. the topic of protocols keeps coming up—should there be a special section for very detailed protocols as is found now in the database? Should these be associated with the catalog only?   Rick has a template he uses for AMDCC—he will circulate that to the steering committee to look at and we can talk about it at next meeting.
20. 'Data Search' area https://www.mmpc.org/shared/search.aspx —THis page needs some descriptive text at the top, saying what is in the database and how to use it. Also, should have a temporary banner saying that the data is not currently available but will be online by a certain date. The headings in the dropdown box from the button on the main heading are different from the items found on the main data search page. What is the difference between 'animals' and 'strains'? What is the difference between 'assays' and 'experiments'? Probably don't need the 'orders' section here, as it is the same as in the 'tests' category.
21. Under 'data analysis', 'chart exploration' page, 'Create New Dataset' doesn't seem to do anything. The page 'Create Datasets' is blank.
22. In general, all main pages need some descriptive text telling people how to use that section.
23. need to plan for user testing of the website—perhaps we can send it out to MMPC users with specific questions.

II. Suggested 'What's New' Items
1. MMPC / UAMS Isotopic Tracers Course Materials
2. MICROMouse
3. P&F program
4. Clamping course
5. UTSW paper on background strains
6. Vanderbilt papers on background strains, clamp parameters
7. New feedback document
8. Date when database will be accessible again

III. Miscellaneous:
1. Need to have a discussion of the pricing structure at a monthly meeting
2. send around old MMPC handbook to see if any materials from it are still needed.
3. need to discuss protocol template at next meeting and how protocols should best be displayed on website

IV. Assigments:
1. Catalog, Database and 'Cores' page: Divide by Center. Need to make sure it is complete and accurate and is the same as the individual Center websites. Need protocol template from Rick. Suggested assignments, need ratification:
   a. Vanderbilt: Julio
   b. Cincinnatti: Croninger
   c. Case: Croninger
   d. Yale: Cline
   e. UTSW: Cline/Laughlin
   f. U Washington: Laughlin
2. All sections need descriptive text on introductory pages, standardize the introductory pages for each main tab: can be done by one person?
3. Mission Statement—include training and funding components?: Ayala
4. Guidelines: Cline
5. Animal Shipping: Croninger
6. Courses and Meetings section: Ayala, Cline, Laughlin
7. P&F page: Laughlin
8. MICROMouse page: Laughlin (need new main page for combined P&F/MICROMouse funding page)
9. Publications page: Croninger
10. Need discussion: Institutions page, database pages

V. IMMEDIATE CHANGES:
1. statement on front page and database with date that data will be available.
2. new 'what's new elements', committee members should send additional news items to Maren and Rick, Maren will work with Rick on those committee already suggested.
3. get committee meeting minutes posted.
4. get MICROMouse page up

5. make changes to home page, see #I.3. above.