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NSDI Cooperative Agreements Program, Metadata Training and Outreach Assistance Project

Final Report

Date: September 20, 2011
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Project title: Champaign County Regional Planning Commission (CCRPC) Metadata Training and Outreach *Final Report*
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Executive Summary:
Champaign County Regional Planning Commission (CCRPC) successfully promoted and held 4 one-day metadata workshops throughout the State of Illinois. At these workshops over 50 GIS professionals were trained including GIS directors, coordinators, managers, analysts and technicians. Positive evaluations were received from each of the workshops. The hands on nature of the workshops along with the exercises, course structure, and provided materials were uniformly noted as workshop strengths. In addition to the workshops, a one-hour metadata presentation targeting GIS Managers was held at the fall 2010 Illinois GIS Association (ILGISA) conference. Positive verbal feedback was obtained from the presentation attendees.

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2010 NSDI CAP Grant – Category 1: Metadata Trainer and Outreach Assistance
September 20, 2011
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Project Narrative:
As part of the NSDI CAP Grant, CCRPC held 4 one-day metadata workshops throughout Illinois and delivered a one-hour non-technical metadata presentation that outlined the necessity and importance of metadata at the fall 2010 Illinois GIS Association (ILGISA) conference.

During the workshop proposal/planning stages it was determined that in order to provide the maximum benefit the workshops would need to be brought to potential participants and taught in-person utilizing a classroom environment. It was believed that accomplishing these two goals would minimize travel costs thereby maximizing attendance as well as develop relationships that would encourage future collaboration and promote metadata creation. To accomplish these goals without incurring high overhead costs, we utilized four collaborating educational institutions strategically located throughout the state – Elmhurst College, Parkland College, Eastern Illinois University and Western Illinois University. Each institution was equipped with a GIS lab that provided the needed tools for the workshops. This collaboration proved to be extremely successful for all parties. It provided CCRPC with no-cost workshop locations and publicity for the educational institutions' respective GIS programs. The only minor challenge with this arrangement was the scheduling of the workshops which had to be scheduled during the work-week when the schools were not in session.

The workshop materials were developed around the principle that metadata is part of the data creation process and that data is not complete without metadata. To that end, the workshop was designed around the following objectives:
To provide attendees with
1) a clear understanding of the necessity of metadata,
2) a solid base on which to successfully utilize the FGDC metadata standard and workbook,
3) a hands-on real world introduction to creating and validating FGDC metadata using simple tools that are easy to understand and
4) an introduction to web metadata sources and the benefits of publishing your organization's metadata.

When creating the course materials the biggest obstacle was developing a one-day workshop that met all the objectives. To overcome this obstacle, the objectives were used as a road map, and a course was created that used a series of lectures and exercises that continually built upon the previous modules. We utilized metadata course materials developed by the FGDC as well as materials developed by NOAA as a starting point for the development of the CCRPC metadata workshop materials.

At each of the workshops, course materials were distributed both in a digital and hard copy format. Within the hard copy binder, laminated copies of the graphical representations found in the FGDC workbook were bound together and provided to the attendees. This "quick reference flip guide" was extremely well received by the attendees. In addition, a majority of the attendees appreciated the one-day workshop format. This format reduced time away from work, and as the workshops were held in different locations throughout the state, it allowed attendees travel to and from the workshop in the same day.

With regard to the one-hour metadata presentation targeting GIS managers and organizational decision makers, a power point presentation was designed that primarily focused on the necessity and importance of metadata. A discussion with examples of data issues that occur from a lack of metadata proved to be the topic that most resonated with the attendees. The presentation also included a brief overview of the ESRI ArcCatalog FGDC metadata tool to illustrate that their respective organizations already have metadata creation tools on site.

Training and Outreach Assistance:

CCRPC offered 4 one-day metadata workshops at educational institutions located in different regions of Illinois. Instruction for the workshop was provided with a series of lectures and exercises that continually built upon the previous modules. This was found to be an effective instructional technique for effectively conveying the information in a one-day workshop.

In total, 41 different organizations from various parts of the state attended the workshops. A complete list of organizations that were represented at the workshops along with the workshop location, date and overall customer satisfaction is provided below. More detailed participant information is found in Appendix A.

Parkland College Thursday, January 6, 2011	Eastern Illinois University Thursday, March 17, 2011
Organization	*Organization*
City of Bloomington	Champaign County GIS Consortium
Illinois Department of Revenue	City of Decatur
Illinois Natural History Survey	City of Effingham
Illinois State Geologic Survey	City of Newton
Kankakee County Highway Department	City of Sullivan
Learning & Technical Strategies, Inc.	Clinton County
McLean County Regional Planning Commission	Coles County
Woodford County Highway Department	Eastern Illinois University
Customer Satisfaction Rating: 4.75	HMG Engineers
8 organizations/12 attendees/12 surveys completed	Illinois State Police
	Lakeland College
	McLean County Supervisor of Assessments
	University of Illinios Extension Office
	USGS
	Customer Satisfaction Rating: 4.56
	14 organizations/16 attendees/16 surveys completed
Elmhurst College Thursday, April 28, 2011	Western Illinois University Tuesday, May 24, 2011
Organization	*Organization*
Applied Ecological Services	Bi-Sate Regional Commission
City of West Chicago	City of Beardstown
Fermilab	Illinois Dept. of Transportation
Forest Preserve District of DuPage County	Knox County
Forest Preserve District of Will County	McDonough County Assessor's Office
Ill. Professional Land Surveyors Assoc.	Poepping, Stone, Back and Associates Inc.
Illinois State Tollway Highway Authority	Western Illinois University
Northern Illinois University	***Customer Satisfaction Rating: 4.75***
Village of Bartlett	7 organizations/8 attendees/8 surveys completed
Village Of Lisle	
Village of Mount Prospect	
Will County GIS Department	
Customer Satisfaction Rating: 4.94	
12 organizations/16 attendees/16 surveys completed	

* Overall Cutomer Satisfaction Rating is based on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree) for the question "The overall experience of this training is positive"

Over the course of this project several articles were published about the metadata workshops. The first article was published to GIS Notes, a quarterly publication by the Illinois GIS Association (ILGISA). http://www.ilgisa.org/pdfs/gis_notes/August%202010%20GIS%20Notes.pdf

Elmhurst College commissioned the article found at the following link: http://public.elmhurst.edu/news/archive/111294219.html

The Champaign County Regional Planning Commission (CCRPC) included an article promoting the workshop in their 4th quarter, 2010 eNewsletter. http://www.ccrpc.org/planning/newsletter/2010_3rdQuarter.html

Along with these publications, much work was done to promote the workshops. Emails were sent to listserv members of the two major GIS user's groups in Illinois as well as to ILGISA members. In addition, each of the collaborating institutions contacted GIS users in their area. The workshops were also promoted through the CCRPC website and on the ILGISA LinkedIn site.

Status of Metadata Service:
Data sharing and data harvesting was discussed and demonstrated in detail at the workshops. Participants were encouraged to utilize the harvesting tools at the Geospatia One-Stop Portal. In addition, time was spent illustrating the NSDI node located at Illinois Spatial Data Clearinghouse. Instructions on how to provide the clearinghouse with a link to an organizations metadata files were provided to the participants.

Next Steps:
While the 2010 NSDI CAP grant has come to an end, it is anticipated that the activities of this project will continue. During the course of this project, instructor contact information was provided to all the participants and the participants were encouraged to utilize the instructors as a resource. The metadata page established on the CCRPC website (http://www.ccrpc.org/gis/metadata.php) will continue to be updated in order to provide links to new and existing metadata resources. Lastly, ILGISA conference organizers have requested that the workshop be held at a future ILGISA conference.

Many questions regarding ISO metadata standards were asked during the workshops. It would be advantageous to include more detailed information regarding ISO in future metadata outreach projects in Illinois. Of particular interest is detailed information regarding FGDC/ISO transformation scripts/software/protocols.

Feedback on Cooperative Agreement Program:
The NSDI CAP grant enabled CCRPC and its collaborators an opportunity to provide much needed metadata training throughout Illinois. Through the presentation and workshops provided because of this grant metadata, training was provided to over 50 GIS professionals.

The FGDC staff was knowledgeable and supportive throughout this project. In addition, the quarterly FDGC Metadata Working Group meetings are quite informative. The meetings helped and continue to help provide much needed background and clarification related to the ISO standards.

Appendix A

Parkland College			Thursday, January 6, 2011
Participants	**Email**	**Organization**	**Title**
Brac Huschen	huschenb@mchsi.com	Woodford County Highway Department	Engineering Technician
Dawn Heckmann	heckmanns4isu@hotmail.com	Illinois State Geologic Survey	
Jeff Palmer	askjeff1st@earthlink.net	Learning & Technical Strategies, Inc.	Training & Development Specialist
Munib Ahmad	Munib.Ahmad@illinois.gov	Illinois Department of Revenue	GIS Specialist
Tari Tweddale	tweicher@illinois.edu	Illinois Natural History Survey	GIS/RS Specialist
Janet Jarvis		Illinois Natural History Survey	GIS Specialist
Khalid Hasan	khasan@mcplan.org	McLean County Regional Planning Commission	Director of GIS
Bill Jackson	wjackson@mcplan.org	McLean County Regional Planning Commission	GIS Coordinator
Diane Redwitz	dredwitz@co.kankakee.il.us	Kankakee County Highway Department	GIS Technician
Tara Beveroth	beveroth@illinois.edu	Illinois Natural History Survey	Avian Field Specialist
Chad Hickman	hickman@inhs.uiuc.edu	Illinois Natural History Survey	GIS / Database Specialist
Troy Olson	tolson@cityblm.org	City of Bloomington	Engineering Technician

Eastern Illinois University			Thursday, March 17, 2011
Participants	**Email**	**Organization**	**Title**
Jay Donnelly	gis@clintonco.illinois.gov	Clinton County	GIS Coordinator
Brad Boesdorfer	Bboesdorfer@decaturil.gov	City of Decatur	Senior GIS Systems Analyst
Shelley Silch	ssilch@usgs.gov	USGS	Geospaital Liaison for Illinois
Tom Laue	tlaue@ccrpc.org	Champaign County GIS Consortium	GIS Technician
Susan Summers	Ssummers@co.coles.il.us	Coles County	
Monte Johnson	montej@sullivanil.us	City of Sullivan	GIS Administrator
Michelle Wilkins	wilkinsm@ci.effingham.il.us	City of Effingham	Engineering Department
Alice Addis	citycollector@cityofnewtonil.com	City of Newton	City Collector
Chris Sergent		City of Decatur	
Mike Rudibaugh		Lakeland College	Professor
Derek Scott	kjcaea7777@gmail.com	Lakeland College	Student
Andrea Lester	andres.lester@gmail.com	Lakeland College	Student
Dusty Stine	dstine@hmgengineers.com	HMG Engineers	
Josh Thompson	joshua.thompson@mcleancountyil.gov	McLean County Supervisor of Assessments	GIS Specialist
Ken Larimore	klarimor@illinois.edu	University of Illinois Extension Office	Community and Economic Development Educator
Noah Spence	njspence@eiu.edu	Eastern Illinois University	Student
Jack Matthews		Illinois State Police	GIS Specialist

Elmhurst College			Thursday, April 28, 2011
Participants	*Email*	*Organization*	*Title*
Crystalyn De La Cruz	cdelacruz@villageoflisle.org	Village Of Lisle	GIS Technician
Vicki Hynes	Vhynes@westchicago.org	City of West Chicago	GIS Coordinator
Shelley Silch	ssilch@usgs.gov	USGS	Geospaital Liaison for Illinois
Bridgett Thomson	bthomson@fnal.gov	Fermilab	GIS Associate
Gary Kolba	gkolba@aol.com	Ill. Professional Land Surveyors Assoc.	Chair of GIS Committee for State Land Surveyors
Kristy Stone	Kstone@vbartlett.org	Village of Bartlett	Assistant Planner
Sam Hildebrand	shildebrand@fpdwc.org	Forest Preserve District of Will County	GIS Technician
John Foster	jfoster@getipass.com	Illinois State Tollway Highway Authority	GIS Technician
Russell Olsen	olsen.russell@comcast.net		Land Surveyor
Chris Onjack	Conjack@mountprospect.org	Village of Mount Prospect	Information Systems Analyst
Nichalos Selander	n.selander@live.com	Northern Illinois University	Student
Jacob Itskovich	jitskovich@vbartlett.org	Village of Bartlett	Engineering Technician
Melisa Bernard	melisa.bernard@appliedeco.com	Applied Ecological Services	GIS Analyst/ Environmental Specialist
Adam Nowinski	anowinski@dupageforest.com	Forest Preserve District of DuPage County	GIS Analyst/Land Preservation
Howard Kim	hkim@willcountyillinois.com	Will County GIS Department	GIS Technician
Nate Rock	nrock@willcountyillinois.com	Will County GIS Department	GIS Technician
Rebecca Colwell	rcowell@willcountyillinois.com	Will County GIS Department	GIS Technician
Brian Sheehan	bsheehan@illinoisalumni.org	Forest Preserve District of Will County	GIS Volunteer

Western Illinois University			Tuesday, May 24, 2011
Participants	*Email*	*Organization*	*Title*
Bill Lotz	blotz@co.knox.il.us	Knox County	GIS Coordinator
Linda Zellmer	LR-Zellmer@wiu.edu	Western Illinois University	Government Information & Data Services Librarian
Kevin Dicks	kevind@psba.com	Poepping, Stone, Back and Associates Inc.	GIS Manager
Wendy Sheppard	Wendy.Sheppard@illinois.gov	Illinois Dept. of Transportation	GIS Support Specialist
Geoff Olson	golson@bistateonline.org	Bi-Sate Regional Commission	GIS Technician
Daya Snapp	_	Bi-Sate Regional Commission	GIS Technician
Aaron Tebrinke	_	City of Beardstown	
Shaun Ellis	shaun@assessor.mcdonough.il.us	McDonough County Assessor's Office	GIS Technician