

# Metadata during WfH survey

We are agreed that we should have a survey to find out what metadata creation, metadata correction, and metadata adjacent tasks people took on during the pandemic, especially those outside of their normal job duties.

## Draft Timeline:

date	action
Aug 13	Liz will draft and send to the MWG steering comm. for review.
Aug 25	feedback/edits due
Aug30	Dianne will make it in qualtrics
Aug 31-Sept 1	Chloe (and others?) will test it.
Sep 2	send it
end of Sep	responses due

## Questions

### Timing

★ I've assumed the survey is open for about a month, is that good?

### Assessment & communication:

Dianne pointed out that it might be prudent to involve Assessment & Planning, at least so they are in the loop. I don't think we're looking for this survey to be really hard data nor are we expecting it to have 100% accuracy, so I don't know that we need to worry a ton about making sure we have bulletproof stats, but ... they have a lot of expertise.

I'm happy to email them and say we are planning on having a survey and to see if they'll provide feedback, but someone else would need to take over the correspondence. Or, someone else can write to them. ★ Any thoughts or volunteers?

### Once results are received, how shall we proceed?

- Make some sort of brief report?
- Use as a springboard for little lightning talks about what work happened?
- Use as a springboard to inform future training offerings?
- ★ please add other thoughts