Expected Outcomes for the Community College Hub Coordinator:

1. Clean-up and establish/document repository standards and procedures (to be audited by year’s end)
   a. Clean-up authors
   b. Bring artifacts in Google documents into the Hub
   c. Establish and apply metadata standards to the collection
   d. Request existing documentation form community college users that will inform standards and procedures documentation
2. Conduct training (track all training sessions)
   a. Train the point people for the community colleges in the new metadata standards and procedures
   b. Do training with member campuses and faculty and staff as requested
3. Marketing
   a. Consider creating a community college use community
   b. Contact all community colleges to have them increase their use of the Hub (uploading and using artifacts)
   c. Increase the utilization of existing artifacts (to be measured)