**WiTS Strategy Council Quarterly Meeting**

**Tuesday, May 26, 2020**

**1:30pm- 3:00pm**

**WebEx Only**

Attendees:

|  |  |  |
| --- | --- | --- |
| 1. Christine Van Bemmel
2. Carol Lammering
3. Shauntell Embrack
4. Robin Turley
5. Brittany Williams
6. LaVonne Washington
7. Shima Daneshpour
 | 1. Fatun Hersi
2. Fran McDonnell
3. Darnesia Ross
4. Erica Lafferty
5. Esther Weiss
6. Jemma Robinson
7. Chelsea Day
8. Melisa Miller
9. Karen Harris
 | 1. Caviaunce Phillips
2. Megan McWilliams
3. Sara Valenzuela
4. Jeff Middlebrooks
5. Leia Butler
6. Aurelie Eggert
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**Welcome**

Our last meeting was back in December. We hope everyone is doing well and staying safe!

**Ice Breaker- Slido**

In one word, describe how you are feeling right now- considering the pandemic.

**What We’ve Completed Since Last WiSC Meeting**

* **Completed enhancements/modifications**

Mieshia presented a quick visual recap of all WiTS modifications and enhancements from January 2020 through May 2020 (included in PPT presentation).

* **POP Awards**

Kim shared the date for the POP IC Webform launch as well as POP Awards IC trainings, noting that the NIAID interconnection will be updated in July. ICs are encouraged to utilize the webform this awards season in order to provide feedback that can be taken into consideration for future POP Awards Releases.

**What We Are Working On**

* **Providing WiTS Data in People Insights (PI)**

We support the use of PI for data visualization needs. If you’d like your data summarized or visualized, then we can work with the PI team to make your data available in PI. After reaching out to your PICA representative for guidance and identifying the WiTS report(s) you’d like to see, submit a HRSS request detailing the report name, parameters and how often you’d like to have the report refreshing in PI.

* **User Guide updates and conversion to webpages**

The WiTS Project Team is currently having user guides converted to webpages and hopes to have some updated and more effective guides for you!

**What’s Next?**

* **Status Report Revamp**

The Status Report now includes award action initiated since Monday, May 11th via the new WiTS Awards Workflow. Please be mindful that some WiTS numbers will be duplicated in the report view because each nominee in a group award is displayed in a second row. Adding to the Status report adds a strain to the time it takes to generate the report, so the WiTS Project Team will be re-evaluating how the Status report is structured- going to Revamp it!

**Reminders**

* **HRSA Reminder**

We want to maintain system security and ensure we have adequate WiTS licenses available for users so we want to encourage WiSC members to take action upon reviewing the HRSA quarterly report. Please be immediate with access modifications and deletions requests and reach out to any of us if assistance is needed.

* **WiTS Overview Sessions**

If there is a newbie on your team or you are new to WiTS yourself, we encourage you to request an overview session by submitting a HRSS request. We’ll set up a meeting with you to provide a proper introduction to the system.

**WiTS Features Reminders**

 (visuals included in the PPT presentation)

* + How to Reassign & Forward Actions
	+ Recap of how *Color Category* and *Action* *Email Reminders* work
	+ Opening Actions Outside of your Worklist- how and why you might need to
	+ How to Submit Feedback to the WiTS Project Team

**Discussion/Slido**

The following Polls were presented via Slido.



