

Wiki meeting Montreal 2015

Attendance- Beth, Marcus, Kevin, Jane, Christian, Sharon

Brief review of last year- there were many changes including a refinement of the members of the wiki committee, revamp of the home page, removal of standard term papers, and addition of 9 new wiki pages. I greatly appreciate everyone's contribution. I have included a rather lengthy summary of this year's annual meeting wiki activities because we have some very important changes happening and I need everyone on board. We value what you do.

1. Wiki name and tag line-in light of the fact that the wiki has a variety of terms, it was decided that the correct name would be International Continence Society Wiki (ICS Wiki) The groups also decided on a tag line to be used in marketing and advertising of the wiki

"Awareness of continence terms and your place for comments" wiki committee members are encouraged to use this in communication with others about the wiki. It will be added to the wiki site and included at the bottom of all ICS enews to increase awareness among members.

AI: Beth – work with office to change wiki name and add tag line. Tweets, LinkedIn and Facebook announcements.

2. Purpose of wiki – ICS is working to regain its status as the primary professional organization in continence and pelvic floor dysfunction. Part of that process is increasing scholarly output especially in the field of establishing standard terms. This is a focus of the trustees and the wiki is a big part of that. It is important that the wiki is cleaned up and working well for this task. There are several changes in the wiki committee and it is expected that every wiki committee member be active, responsive to emails, and participating in committee activities. Several committee members terms are ending in February 2016. Those who are active will be asked if they would like to continue for another term. We need your input and assistance now.

AI: all wiki committee members are required to be active, respond to emails and wiki committee forum discussions, and participate in committee activities

3. There are a total of 12 standards papers in various stages of completion. Three papers are set to be published at the beginning of the year, Female POP in Jan and Conservative management and anorectal dysfunction in April. When these are published we will be moving fast to get more terms on the wiki. There is a possibility that other papers will be published later in the year

Current list of standard papers in progress

- Chronic pelvic pain
- Conservative management
- Female ano-rectal dysfunction
- Female POP
- Sexual health
- Good urodynamic practice
- Lower urinary tract function
- Neurourology
- Basic science
- Nocturia

- Detrusor underactivity
- Incontinence products

GOAL – 30 new wiki pages next year

Suggested method

- All wiki committee members will watch for new published papers on standard terms in our journal. When papers are published, please read them and begin to become familiar with terms enclosed with the task of picking important terms for the wiki.
- I will approach lead authors to ask them to pick 5-10 terms which they feel are key and may have required more discussion.
- I will also ask lead authors to suggest people on their working group who might write wiki pages on the terms suggested
- If a term does not have an author, I will ask the wiki committee and standardization committee if anyone wants to write the wiki page
- If a term still has no author, I will ask the wiki committee to seek out an author. Outside authors will be paired with a committee member who will provide support, review wiki page when complete, ensure the page is loaded on the wiki (either by themselves or through the office) and monitor comments so the author can respond.
- Ideally wiki pages will be live within one month of publication to be part of an intensive social media campaign.

AI: all committee members will read standard papers when they are published and consider important terms to be added to the wiki and possible authors

AI: Beth will write terms of reference of the wiki committee and add documents to the wiki microsite that will be helpful for committee members. This will include wiki editor expectation. I would love someone to volunteer to review this when done

4. Make up of committee – till this time all wiki authors were wiki committee members but it was decided that would not be possible in the future with many new terms being added. We also want to encourage authors who only want to contribute to one topic and are not interested in a long term commitment to a committee. Therefore the wiki committee will become a hybrid steering committee where the job of the committee member is to write some pages and to solicit and coordinate others to write as well.

- Wiki editor in chief –chair of committee, responsible for vision and administration of the wiki
- Wiki committee editor – will write some pages and work with other authors to add pages
 - Committee will have members from all fields including urology, gynecology, PT, RN, trainee, patient advocate as able. Current make of the committee: 7 urologist, 2 PT, 1 patient advocate, 1 professor
 - RN – new member Sharon Eustice (AI: Beth - ask office to get her added to the committee and send her an invite to be an editor on the wiki)
- Wiki associate editor – will write wiki pages
- Guest authors – not officially wiki committee members but instrumental in increasing wiki pages. Members of ICS, UIGA or ICCS when papers are created in conjunction with these groups.

They will be asked to write the page based on the template and with the support of a wiki committee editor who will make sure the page is loaded when ready. Guest authors will also be asked to respond to comments posted on their term. A one page Guidelines for guest authors will need to be created. This will be posted on wiki and on the wiki committee microsite

AI: Beth talk with office about taking Marcus off the committee or listed as ex official

AI: all committee members will notify Beth if they would like to change to a wiki associate editor or guest author. No communication will be taken as interest to remain as full and active committee member.

AI: Christian write a one page guidelines for authors which will include the template. Please let Beth know if you can complete this. Deadline Dec 1

A: Beth send email to Jo new chair of standard committee IUGA to coordinate authors from combined papers.

5. Comments on the wiki – despite an over 500% increase in hits to the wiki pages we still have very little interaction and comments. I suspect this is because you must join to post a comment. To further remove barriers to posting comments, the committee decided to provide an email so that comments could be posted by the office.

AI Beth to work with office to set up an email wiki@ics.org which would be monitored by the office for comments to the wiki. Will be placed on home page but might need to be added to the bottom of every page.

Add to home page

“please join the wiki to post a comment or send your comment in an email to xxxxx Please include the term you are commenting about and your name so it can be appropriately posted on the wiki.”

6. Clean up of current wiki – there are a few housekeeping items that should be completed before the end of the year to be ready for the new documents. Some of these things need office input and some can be completed very quickly. Please take a look at the list and let me know what you can help with. Some already have committee members assigned. Deadline for all items is Dec 31

- It has been decided by the committee that wiki pages must be updated at least every three years (if not yearly for some terms such as urgency and IC)
 - **AI immediately for all committee members** – make sure your wiki pages have your name as author and the date of last revision at the top. Date of last revision can be found in the edit list. Ask if you are unsure.
 - If your page has not been updated in the past three year, please do so immediately. If you would like another author on the page or would like to turn over the page to another author, the committee will search for a replacement.
- Urgency pages – **AI Kevin** will work with Jane and Cristina to pull pages together with information from this meeting into one page. To be housed on the page Jane and Marcus wrote (not sure why that page has more hits but best to take advantage)
- Urinary frequency – **AI Christian** will write this page

- Bladder sensation – **AI Beth** has been speaking with Bernie Haylen and will cont to liaison to get those pages done
- Pain pages without author (scrotal pain, urethral pain) and painful bladder page will be left as is till chronic pelvic pain document is published. Updates will be forth coming at that time
- Enuresis – will also be left as is till new document is published
- Remaining 4 standard paper – **Beth** will send Marcus the documents for review and determination of need to remain on the wiki or move to SSC page or delete
- Clinical trials **AI Cristian** locate the published version
- Left margin – **Beth** will work with Dom to make the menu on the left margin as clean as possible. Including deleting grey titles at the bottom if possible and make an alphabet click when we have a large number of pages. I would like to keep titles for now so people can see what is there quickly and easily.
- Post micturition dribble abbreviation will be taken of the left margin by office
- Please look for any other items that can be cleaned up or refined. The look of the wiki should be professional, clear and inviting. Any suggestions to improve that look are greatly appreciated

AI Beth, follow up with office about request from bobr013. Can we ask wikispaces how to avoid this?

AI Beth, look at survey and see if it would be good to send to pt and RN committee for input

AI Beth review wiki editor expectations and write terms of reference. Include

- Wiki editors will work with authors to review and post wiki pages.
- Review only for spelling, gross grammar, and missing essential pieces of template.
- This is not journal publication standards, it is informal. We want to encourage expression especially in new professionals.
- Wiki editors are expected to look for and remove brand names and to consider ethical considerations or conflicts of interest (this is not the forum to sell products, courses, or to promote the authors own interests). Any concerns you feel you cannot address should be brought to the wiki editor in chief.

AI Beth – email trustees and ethics committee that the wiki committee is watching for ethical considerations and conflicts of interest

7. Glossary – while the glossary is not the direct responsibility of the wiki committee it will be closely linked.

- Seems the current glossary should be refined in preparation for new terms.
- Current wiki pages – should be linked to wiki and visa versa
- New terms should be added to the glossary as wiki ages are added again with links front to back
- Other new terms can be considered for addition to the glossary but the SSC later

8. Standard papers – again this is not the direct responsibility of the wiki committee but there has been some headway in making these easier to find. We have much work still to do.

- Last 4 standard papers will be emailed to Marcus for review and to decide where they should be
- Beth will work with Dom soon to resolve 4 current problems with the list and add 2 documents

- Dom to consider change of display of the list. Maybe in a chart with title, author, and date to make it easier to find
- Dom also to consider overall set up for web access to standard pages, wiki and glossary
- Superseded papers – SSC will need to work on how to list superseded documents

AI Beth – work with Dom to change paragraph on SSC page about wiki and ask office to make sure all communications, publications and electronic communications are using the same name for the wiki and glossary

Other projects

Will list new name and tag line and first paragraph on the wiki home page

AI Beth ask the office why the stats have a zero hit in some areas?

Get twitter handles of SSC committee and trustees for wiki committee to link

Work with office on “word of the month” and direct the to wiki

9. Next wiki meeting - conference call in January