5/09/2007
2:30 p.m.
Meeting Minutes
Educational Portal Committee
Council of University of Arkansas Research Libraries (CUARL)
Members present: Elizabeth McKee (UAF), Paula Reaves (UAM), Dan Puckett (UAF), Jan Dickinson (UAFS)

Elizabeth McKee and Dan Puckett used the Access Grid from Fayetteville. Paula Reaves and Jan Dickinson joined by phone.

At the last meeting a date of May 9th was set for the committee to report to each other on progress made on the assignments. An impromptu meeting via the Access Grid was held for this reporting.

Four topics were discussed. Listed below are the topics and the discussion for each one.

Criteria Guidelines-Elizabeth mentioned that she has seen “link policies” on other portals. Paula is going to find some of these policies and compile a document of policies. This will be emailed to the committee for discussion.

Structure of the Database-Elizabeth explained and demonstrated what is meant by “structure of the database”. The committee must come up with fields to use before the database can be created. The fields of the database that Elizabeth used as an example were: name, host, updated, and summary. We have to decide if we need any other fields. Beth Juhl can not meet with us to show us how to manage the database until we can tell her how we want it structured.

Finding More Sites-Elizabeth showed the committee the Educator’s Reference Desk. This can be found by searching for Educator’s Reference Desk on google. Put “educational portals” in the search box and you will get a page that has “State Educational Portals” as the very first entry on the list.

Subject Listings-The committee needs to come to some conclusion about what subject listings will be used. To help with this, an assignment has been made. Each of the committee members should look at the list of state educational portals (instructions above) and study each site for names of portals, subject listings, and the form of the database.

Elizabeth also has discussed with Carolyn Allen whether we should use the U of A system logo on our site. Dean Allen said that we should not. The committee discussed creating a montage of the logos from each participating university. Each member of the committee is asked to provide, via email, a document with logos from the member’s university to the other committee members. Elizabeth also suggested that when we come up with this montage maybe each logo could link to its university website.