Meeting Minutes
Educational Portal Committee
Council of University of Arkansas Research Libraries (CUARL)
Members present: Elizabeth McKee (UAF), Paula Reaves (UAM), Heather Smith (UAMS), Dan Puckett (UAF), Jan Dickinson (UAFA)

Elizabeth McKee, Jan Dickinson, Beth Juhl and Dan Puckett used the Access Grid from Fayetteville. Beth Juhl is providing computer support for the committee. Paula Reaves and Heather Smith used the Access Grid from UAMS.
Shortly before this meeting, Elizabeth sent everyone a document via email. This document was the basis for discussion in the meeting.

The agenda for this meeting was to discuss and make decisions on the format of the header, sidebar, footer, and banner and to finalize the list of subject headings for the database.

Attached is a list of subject headings for the portal, plus headings to be included under “teacher zone”. “Teacher zone” will be included in the subject headings. Also, on this attachment are items to be included on the header and footer. There will not be a sidebar on the portal.

The decision was made to have one record for each link in the database. The one record should have a description detailed enough to tell the user why he/she would want to use the site. For example, instead of making records for links within links, the description should mention information that may be found by going deeper into the original link. By using detailed description and keywords, it is hoped that the user can use the search tool to find information.

Elizabeth will draft the report that is due in August and the committee will confer via email to finalize the report. Each member will also continue to search for additional content on our individual campuses.