Members Present: Kathy Anderson (UAM), Carolyn Filippelli (UAFS), Carol Macheak (UALR), Elizabeth McKee (UAF), Louise Montgomery (UAMS), Evelyn Elaine Yates (UAPB), Dan Boice (UAM).

1. The Task Force convened at 10:00 a.m., fueled by snacks from Louise and beverages from Carol.

2. The minutes from February 26 were approved as distributed.

3. Dan reported that the CUACRL deans had approved of our recommendations to construct the portal using LibGuides software that allows multiple editors, and to solicit resources from other Arkansas academic libraries. He also noted the positive response at the ARKLink/CULD meeting that we would be soliciting input.

4. Elizabeth distributed some information from the Deans meeting, noting that the organization had been expanded to include five community colleges in the UA system. The committee discussed how this might affect our charge, and agreed that our focus would still be K-12 teachers, but that community college faculty and staff might well find the portal useful, also.

5. Discussion of the new portal as constructed by Elizabeth and her assistant, and there was consensus on the following:
   a. The group agreed that all 118 of the websites from the old portal merited inclusion in the new one. Elizabeth agreed to get her grad assistant to begin the process.
   b. Given the different mission and audience of the Arkansas Department of Education portal, we should feel no compunction about duplicating their work.
   c. The subject headings, mirroring those commonly used in K-12, were good. We decided to add one more: “Staff Picks: Step Outside the State” for websites deemed essential but not focused on Arkansas. This will serve as our Information Literacy site and include basic resources such as Medline.
   d. The group agreed that small icons (sized as needed) and a single sentence description worked well, and were significantly less work than longer descriptions, although this will make the sites less accessible by keyword search.
   e. Each CUACRL Library should maintain its link, whether to subject specialists or a list of staff.
   f. The portal will include another box listing the UA community colleges. Kathy volunteered to put that together.
   g. We discussed multiple listings of websites, and agreed that this was not a concern as long as we didn’t duplicate within subject listings.
6. Going forward:
   a. For the Portal: It would be great if each library could help with the populating of
      the portal, and move some of the 118 sites from the old site to the new, including
      cutting and pasting an icon with a linked location and writing a one-sentence
      description.
   b. For the Staff Picks, institutions should pick no more than two or three sources that
      they consider significant.
   c. Dan will send out messages via the ARKLink and CULD listservs, first to let
      other libraries know what we are doing. Eventually we will solicit input from
      those libraries, both ideas and links.
   d. Institutions can send recommendations to Committee members. The CUACRL
      Committee will be the arbiter of what to include in the portal.
   e. Those libraries whose contributions are included will be listed in a “Participating
      Institutions” part of the portal.
   f. Dan will contact officers of statewide school librarians and instructional media
      professionals to make our portal known. We might consider presenting at their
      conferences, as we have done in the past.
   g. Dan will contact Sally Hawkes at the State Library, both to keep her apprised of
      our work and to get permission to use various links, such as the map for locating
      nearby libraries. We hope that our new LibGuide can be linked on the State
      Library site, replacing the link they used to have to the CUARL K-12 Education
      Portal.

7. The next meeting will be in the second half of September. Dan will set this up in July.

8. Task Force members thanked Carol and Louise for their gracious hospitality, and the
   meeting adjourned at 1:00 p.m.

Dan Boice
Liaison to the CUACRL Deans