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

1. The Task Force convened at 9:00 a.m., happily fueled by Carol’s coffee and fruit. The group welcomed Laura Cameron, the new Education Librarian at Fayetteville.

The group looked at a number of questions, many posed by Carolyn, including:

2. Procedure for adding links to the Portal:
   Decisions on links, including those suggested by other institutions, will be made by the Task Force member in charge of the pertinent subject area (see the list in the minutes from September, 2016). If that person feels it’s a good addition, she will then notify the rest of the Task Force so that we all have a chance to comment and be appraised. Laura will revise the “Got a Suggestion” page, so that someone making a suggestion will use a drop-down menu to select the subject category.

3. Revision or expansion of Subject Categories:
   The Categories will be a fluid thing, revised as deemed necessary, and we can discuss them regularly at meetings.
   Open Education Resources: since most of the websites we have are suitable for use in OERs, we were unclear on what more we could do. We’ll discuss at an upcoming meeting.

4. Integrating the Portal with the Arkansas Department of Education:
   Dan had contacted the ADE about our Portal, but heard nothing in response, and there was no evidence of the Portal being included in the ADE links. Dan will again contact the ADE, noting that we include the ADE in our links.

5. Usefulness of the Portal:
   Laura did a quick check and discovered that the site had been accessed 1,715 times since it had been set up, but members wondered how many of those visits were by us. We agreed that we had little-to-no basis for knowing the actual value of the Portal to teachers, and there was strong consensus for surveying teachers. This project was moved to New Business.

6. Possible new sites:
   The Task Force looked at several websites suggested by a number of members. One in particular from Utah was a lively model of how our page could look, perhaps in the best of all possible worlds.
   We agreed that we need to maintain a focus on primarily Arkansas or Arkansas-based websites.
7. Upcoming opportunities for publicizing the Portal:
   a. The Arkansas Curriculum Conference is coming in early November.
   b. Dan is aware of a History Day and will stay on that.
   c. Members can let each other know when another opportunity arises.

New Business

8. Survey:
The Task Force discussed this at length, with the following results:
   a. How? After discussing possible tools (Survey Monkey, etc), we agreed that we
      would go with Qualtrics. Laura very graciously volunteered to take this on, since she’s
      familiar with this tool, and she can get her graduate assistant to help with the mechanics
      of the survey.
   b. Laura will get approval for the survey from her IRB and will include the
      necessary language in the survey.
   c. Who?  We will distribute the link to the survey as widely as possible.
      i. Kathy will check with the ERZ at Monticello about getting lists of email
         addresses for teachers.
      ii. Dan will contact the Arkansas School Library Association for help in
          getting the survey to the members of that group.
   d. Length?  We’d like to tell people that it is a short survey, no more than five to ten
      minutes.
   e. What?
      We discussed questions or topics to include, and decided to have:
      i. Introductory paragraph using language already on the website.
      ii. Have you used this website?
      iii. Satisfaction?
      iv. Why do you use websites?
      v. Other similar questions answered quickly by Likert scale or yes/no.
      vi. One opportunity for comments. Qualitative responses are harder to deal
          with than quantitative ones.
   f. Laura will put together a draft and circulate it to the members for comments.
   g. When? Given the school year and demands on teachers, we’ll aim for the first half
      of September.

9. Membership: desultory communication surfaced the fact that the UA System includes a
   high school, and Dan will check into inviting the librarian there to join our task force.

10. Leadership: after a spirited, sometimes heated discussion involving negative television
    ads, debates, town hall meetings, political action committees, and interference from
    hostile nations, Kathy agreed to chair the Task Force.

11. Next meeting: In order to analyze the results of the survey, the members agreed to meet
    on Tuesday, October 3, at 9:00 a.m.
Respectfully submitted,
Dan
Liaison to the CUACRL Deans