**DAC Thursday, September 13, 2012 from 2pm-3pm Eastern**

**AGENDA and Minutes**

**Present:** Tracy, Jennifer, Kevin, Eric, Max, Pat, Megan, Lisa

1. Newspaper Project Update
Pat reported there are currently 888 identified titles. Next steps include reconciling titles, mining other sources for additional titles, and surveying members for holdings.
2. Committee Membership Guidelines Update
No news.
3. Membership Update
	1. Eric Lease Morgan, Notre Dame – Changing Role
	Eric will be moving into a new role at ND, with less time devoted to the portal. Jennifer thanked Eric for the many ways he has contributed to the portal and all wished him well in his new responsibilities. Eric emphasized that he will continue to assist members in making their content available in the portal and will resolve identified EAD issues.
	2. Michael Bramah, St. Mike’s, University of Toronto – Resigned (but still reading the list)
	Demian invited Tracy Jackson (SHU) to join DAC and Tracy accepted. Welcome, Tracy!
4. Concrete5 Update / Demo
Max Tolomie provided a sneak preview and solicited member feedback on progress of the new crra website <catholicresearch.net>. We are moving our content (such as “about us” meeting minutes, etc.) into the open source content management system, Concrete5. The goal is to develop a more robust, 21st century site, with the ability for members to easily collaborate and post information.

Max and Pat appealed to members to please send images, we are looking for more member images to populate the site.

Demian asked about the timeline: Pat reported that on Sept. 19 they were meeting with ND systems administrators to discuss strategies for integrating Concrete5 and VuFind and to address next steps for the migration. Demian offered to send an Apache file that associates VuFind and concrete5.

Pat asked the group about thoughts on social media and relayed Diane Maher’s (chair, Collections) suggestion that CRRA have a twitter account which members could use to tweet about new collections and additions to the portal. Demian indicated that concrete5 is capable of pulling twitter feeds into the CMS.

Pat asked about integrating the look and feel of the blog, newsletter, and website. Demian suggested that it is possible to share the theme in wordpress (blog) by copying header and footer.

1. New business.

Jennifer raised the Membership committee’s interest in including a LibGuide-like feature into the website as a way of showcasing collections. Demian suggested we do it now if we are going to do it and agreed that doing it in concrete5 makes sense.

Kevin raised the idea of correlating portal themes with subject headings and asked if it were possible to link VuFind to a search. Demian suggested a strategy to associate themes and portal content might be to start building lists of relevant subject headings on a “themes page,” i.e., useful subject headings related to that theme. Could also populate with headings in the portal, start with small, useful lists.

REMINDER:  Most of the meeting will be devoted to an online demo of Concrete5.  If you have not already read Max’s instructions [pasted below] about adding biographical information to Concrete5, please try to do so before the next meeting.  I am attaching a copy of his original message for reference.

CALL-IN INFORMATION

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To join the online meeting (Now from mobile devices!)
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1. Go to <https://nd.webex.com/nd/j.php?ED=202639112&UID=0&PW=NNmQwMmMyN2Zh&RT=MiMxMQ%3D%3D>
2. Enter your name and email address.
3. Enter the meeting password: crra12
4. Click "Join Now".
5. You will then be asked to download the Meeting Manager.
This may be displayed as a question to download the active X client. Or may come up as a dialog box on the screen. Download this program. It may take up to a minute for it to do so. The Meeting manager is what allows us to see each others desktops, etc.

To view in other time zones or languages, please click the link:
<https://nd.webex.com/nd/j.php?ED=202639112&UID=0&PW=NNmQwMmMyN2Zh&ORT=MiMxMQ%3D%3D>

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To join the audio conference only
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To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.
Call-in toll-free number (US/Canada): 1-866-469-3239
Call-in toll number (US/Canada): 1-650-429-3300
Global call-in numbers: <https://nd.webex.com/nd/globalcallin.php?serviceType=MC&ED=202639112&tollFree=1>
Toll-free dialing restrictions: <http://www.webex.com/pdf/tollfree_restrictions.pdf>

Access code:925 912 050

I look forward to talking to all of you soon!

- Demian

Hello DAC Members,

My name is Max Tolomei and I am working on moving the CRRA website into a new content management system called Concrete5, under the direct supervision of Pat Lawton. Work on the new site is progressing nicely, but we still have a long way to go. For example, we would like to include brief biographical introductions and photos of our committee members in the redesigned website.

We could use your help with this. Please write a few sentences describing yourself and your relationship to CRRA and submit them directly to the DAC page of the new CRRA website, along with a recent photo of yourself. Instructions for submitting content in Concrete5 are included below. Attached to this message are a few examples to give you an idea of where to start.

While you are logged into Concrete5 submitting your bio, *please take a few moments to explore the new website* and take notes on what you like (or do not like) about it. Keep in mind that the new site is a work in progress, but please be honest with your criticism.

I greatly appreciate your participation in the effort to improve our website. If you have any questions, please let me know!

Instructions for contributing content in Concrete5

\*Navigate to <http://www.catholicresearch.net/cms/> and scroll to the bottom of the page. Click on “Sign in to Edit this Site” and enter your log-in information. Your username is your first name and last name with no space between them (“maxtolomei”), and your password is “portal.” If you would prefer a different username, I would be happy to change it for you.

\*You will be directed to the new (work-in-progress) home page. From here, locate the DAC page under Home>About CRRA>Contact Us>Task Forces and Committees>Digital Access Committee. It should be easy to find the page if you use the left sidebar for navigation.

\*If you get lost at any point, just follow the breadcrumb trail (at the top of any page) back to “Home” and start over.

\*At the top of the page, click the “Edit” button to begin editing the DAC page.

\*You will notice that the page is divided into three sections: a header, a sidebar, and a main area. “Blocks” may be placed in any of these areas. In the main area, find the block with your name in it and left-click on it. Some options will appear. Click on “Edit” to begin editing the block. A content editing window will appear. Type your bio here. To add an image, click “Add Image.”

\*Feel free to be creative with your content (style, html, etc). We can always standardize it later. Once again, thank you for participating in this experiment and for helping us improve the  CRRA website.

\*To exit Edit Mode, mouse-over the “Editing” button at the top of the page and click “Preview My Edits” or “Exit Edit Mode” (if you haven’t made any changes).

\* Please provide your brief bio and photo at your earliest convenience and no later than Friday, August 31. I think my instructions work, but if you have any questions or problems along the way, don’t hesitate to contact me (mtolomei@nd.edu, 574-631-5857) or Pat (plawton@nd.edu, 574-631-1324) at any time.

Thank you!

Max Tolomei

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