# Course Guide Project
## RO/DoIT/DEM
### Joint Subcommittee Meeting Agenda and Notes
#### July 11th, 2007
##### 10:30 am – 12:00 am
##### Memorial Union

<table>
<thead>
<tr>
<th>Purpose of Meeting:</th>
<th>Course Guide Joint Subcommittee Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Taker:</td>
<td>Cari Anderson</td>
</tr>
<tr>
<td>Attendees:</td>
<td>Project Team</td>
</tr>
<tr>
<td></td>
<td>Policy Subcommittee (Toni Good, Julie Stubbs, Nancy Westphal Johnson, Brian Yandell, Brian Zehren)</td>
</tr>
<tr>
<td></td>
<td>Content Subcommittee (Al Friedman, Sharon Kahn, Judith Strand, Jolanda Vanderwal – Taylor)</td>
</tr>
<tr>
<td>Unable to Attend:</td>
<td>Policy Subcommittee (Steve Devoti)</td>
</tr>
<tr>
<td></td>
<td>Content Subcommittee (Steven Grant, Dawn Justmann, Bob Jeanne, Lillian Tong)</td>
</tr>
</tbody>
</table>

## AGENDA ITEM

### 1. Topics for discussion:

- **Domains:**
  - Virtual organization - Four Types
  - Delegated Authority
  - Informal vs. Formal
  - May be appointment titles (Molecular Biology)
  - Administration
  - Creation
  - Self-Defining Groups
  - Proxy
  - Campus Sanctioned vs. ??
  - Public access
  - Authorization

- Grad Student roles
- Data Mining/Policy
- Others(?)

### 1. Project Administration & Housekeeping Items:

- Burning Issues / Check-out

### WHO

<table>
<thead>
<tr>
<th>Subcommittee Chairs</th>
</tr>
</thead>
</table>

### DECISIONS AND NOTES

**PLEASE NOTE: Additional detailed summary can be found in the WIKI and also this document:**
clanderson2/Course Guides on the Web/Committees/2007_0711 Area of Study Summary by BYandell.doc:
https://mywebspace.wisc.edu/xythoswfs/webui/_xy-13117836_1

**The Joint Subcommittees recommended to the CG Project Team and Project Sponsors:**

Domains
• Departmental
• Interdisciplinary undergraduate majors
• Formal interdisciplinary graduate degree programs
• “Timetable Departments”
• Graduate/Faculty groups organized around a campus or college-level committee

Discussion Points
• Need to grasp the quantity and complexity of these groups
• Formal groups are obvious; there could be such high numbers of “informal” domains
• How to keep up to date? (within group: i.e. faculty leave campus)
• Basic understanding that if information is on the university website, then it is considered “real”
• Formal – part of a degree program (gone thru some formal governance/approval process); Official – recognized unit; Informal/Ancillary- out there but no claim to accuracy
• Generally, all things on wisc.edu has gone thru the dept
• L&S depts. cannot change major without running it thru the curriculum committee yet it has occurred– can this system “catch” these things from happening? The CMS has a better opportunity of doing this than the CG
• 1 copy of the dept content and consumed in multiple places = GOAL
• CG can be the one place to expect “official” information
• Delegated Authority: what does this mean? This hasn’t been articulated well since web content but what little policy there is, it is the responsibility of the dept. Info that is governed has not been delegated. If there is a discreet URL then CG should be able to be picked up.
• How does the student/administrative side get determined to be “official” or not?

What is easy for CG to get/understand? = FORMAL

Academic Structures
• Timetable courses (curricular)
• TT Departments
• Degree programs
  o Cross Colleges
  o Colleges
  o Interdisciplinary Colleges (someone is designated to administer)
• Centers

What DON’T we understand?
• Informal faculty groups
• Self-defined
• Strategic clusters (approved at Provost level; initiate from individual faculty or group that write a proposal; goes to a “review” committee – ie Provost; if approved, hiring committee is formed to hire 2-5 new faculty) – this is a mechanism to create new interdisciplinary area – this is not a new mechanism…might become something above that is vetted (the hire is vetted but the organization is not)

Domains – info that you don’t have to go thru a dept
Keywords- requires each instructor puts that word in the course
Searching: might be related to level of detail the CMS can get to

Domain vs list of courses
• Vetted vs. something that an advisor has made (and has the right to)
• Supported at some level (hosted on a dept. site)
• Areas of interest
• Membership or official unit
• 1 or more people AND a supporting office (have this was developed by…as part of the domain template)
**Domain template**
- Must be a Core contact person
- Supported by a recognized department
- Related to an Area of study
- Title
- Short Description

A list of courses is NOT a domain; a domain should have more content than lists

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>Person Responsible</th>
<th>Deadline/ JIRA Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT MEETING WILL BE: TBD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>