1. **Welcome & Opening Comments (10:00 – 10:10)**
   - Informal Content is very important to us
   - Web CMS – this is considered an integrated feature of the CG project

2. **Fall Outreach Strategies (10:10 – 10:15)**
   - Joanne Berg (Vice Provost of Enrollment Management and Registrar) has met with Deans individually over Summer, 2007. Course Guides was among topics discussed and it was well-received
   - Dates have been determined for Joanne Berg and Jim Phelps to visit with different groups (e.g. UAPC, International Institute UAPC, CALS Department Chairs)
   - Volunteers to promote Course Guides to Divisional Committees:
     - Brian Yandell, Bob Jeanne and Sharon Kahn - Biological Sciences
     - Jolanda Vanderwal Taylor – Social Sciences and Humanities
   - Plan to meet with the Biological Sciences (Bio Sci) Curriculum group
     - Gain knowledge of how they worked with existing Bio Sci CG
   - If anyone wishes for us to talk to their own groups, we are happy to do so
   - Need to be clear with Bio Sci faculty that we are building a new and separate replacement for the current Biological Sciences CG

3. **What We Discovered (10:15 – 10:20)**
   - Advisor prototype was taken out for one-on-one feedback (10-12 advisors) – feedback can be seen on RO website
   - Use Cases (functional requirements) are being developed containing basic details, priority and rank. From there they will get more in depth based on if it is a “Must” feature, a “Should” feature or “May” feature. Use cases ensure the functional and technical sides have common understanding
   - Recommendations and requirements are being worked on for presentation to the project Sponsors on October 4

   The Advisory Group recommended using the term “Feature” instead of “Use case”
Brian Yandell gave a brief presentation to provide review and context for discussion
- Class Search is now a separate initiative - Not on same timeline as CG
- Want to be able to seamlessly go back and forth from Class Search and CG
- Informal content – will take a lot of time; need training and easy tools to import content
- Instructor’s course content = how a course is actually taught
- Important to tie in with Class Search and official/formal information

The Advisory Group participated in an interactive activity to help determine the most important “Should” features to be included in version 1
- Textbooks, Course Materials, User Interface and Content were determined to be the most important
- Favorites, Advisor notes, Instructor notes are not high priorities

5. **Next Steps (11:20 – 11:30)**
   **Recommendations**
   - Will be presented to Project Sponsors on October 4
   - Will be on our website/wiki
   - Will send a link to the Advisory Group

**ISIS Upgrade**
- Scheduled for August 2008
- October – December: Project team will hustle to get detailed design done prior to the expected resource drain on project team members in January 2008

The next Advisory Group meeting will be tentatively scheduled for November