### Purpose of Meeting:
Course Guide Joint Subcommittee Meeting

### Note Taker:
Cari Anderson

### Attendees:
Project Team, Policy & Content Subcommittee (Al Friedman, Toni Good, Bob Jeanne, Sharon Kahn, Judith Strand, Lillian Tong, Nancy Westphal-Johnson, Brian Yandell)

### Unable to Attend:
Steve Devoti, Julie Stubbs, Jolanda Vanderwal Taylor, Brian Zehren, Stephen Grant, Dawn Justmann

### AGENDA ITEM

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>WHO</th>
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<tbody>
<tr>
<td><strong>1. Topics for discussion:</strong></td>
<td>Subcommittee Chairs</td>
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<tr>
<td>• Re-cap of the Advisory Group Meeting</td>
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<td>• Reality Check</td>
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<td>• Assignment of tasks – ‘Must Have’</td>
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<tr>
<th>2. Project Administration &amp; Housekeeping Items:</th>
<th>Mike</th>
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<tr>
<td>• Meeting Minutes</td>
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<td>• Burning Issues / Check-out</td>
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### DECISIONS AND NOTES

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

**Recap of the 9/18 Advisory Group Meeting**

*Feedback on the interactive activity for the “Should” features*

- The bullet items were intended as exemplars for what the feature might represent
- Gave attendees a better understanding of the features version 1.0 may include

**Volunteers to promote Course Guides to Divisional Committees**

- Brian Yandell, Sharon Kahn and Bob Jeanne – Biological Science and Physical Sciences
- Jolanda Vanderwal Taylor – Social Sciences and Humanities

**Reality Check**

ISIS upgrade is occurring August 2008. Resource drain (including majority of project team) will begin in January 2008

**Notes**

- Advising notes about a student should reside in MUM
- Notes module should be included in CG for personal use
Terms and Definitions

- There appears to be a language “clash” between the different groups involved in the project and how it may be perceived due to differing backgrounds. Project team should be careful of how things are presented to the public.
- The following terminology has been defined by the group:
  - Information Template: the structure of data itself. (i.e. web CMS will provide these)
  - Layout Template: the display of content. (i.e. departmental websites)

Web Content Management System (web CMS)

- Web content – highly formatted so we can peel it apart. Information templates, for extractable content, and layout templates, for customizable display, should be used and distributed for workflow and editing. Otherwise the functionality would have to be built inside the CG and may not reusable.
- The web CMS allows for sharing and is more optimal. Cannot require a dept to enter content in a web CMS. Can’t make the web CMS mandatory for usage of the CG. We need to create “guidelines” for the departments of what they can have on their websites that CG would like to consume. We also need to “market” web CMS effectively.
- Tentative timeline: purchased with early adaptors towards the end of 2nd semester.

Outreach to Campus Organizational Units

- Right now give “heads up” to changes to come. Specifically warn units that any web redesign should anticipate new tools to help organize web content.
- Subcommittee needs to continue thinking about how to inform people about upcoming changes. Difficult to do much until we have more information on web CMS. Think about separate needs for official, formal and informal content.
- Presentations needed to Academic Planning Councils (APCs), Divisional Committees and other key arms of organizational units, including … (to be determined). Joanne Berg is visiting II-APC in October and Teaching Academy in December.

Informal Information/Information Template

- Work could begin on determining “facets” that could be turned on or off (i.e. should a class that is team taught or service learning be indicated? How?)
- Suggested that faculty get involved earlier than later. Ask the Teaching Academy?
- Service learning – usage is not consistent across campus. No formally defined definition. First step would be defining this at a campus level
- Give departments guidelines about what kind of information may be used by the CG (as an aggregator). Whatever content a department wants to give is up to them.

Textbooks

- It is the Policy & Content Subcommittee’s recommendation that a Textbook project be run in parallel to the Course Guide project due to the richness of information that is desired and complexity around collecting it and keeping it up to date. The textbook information is important for the Course Guide to consume. However, it is not a show-stopper and involves campus-wide issues/decisions and possibly private industry beyond campus that should be determined by different people/ groups outside the Course Guide project

ACTION ITEMS

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<th>NEXT MEETING WILL BE:</th>
<th>Person Responsible</th>
<th>Deadline/ JIRA Task</th>
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<tbody>
<tr>
<td>Tuesday, October 23rd</td>
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<td>9:30 – 11:00 am</td>
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<td>University Commons –</td>
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<td>2nd Floor Univ. Bookstore</td>
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