Course Guide Project  
RO/DoIT/DEM  
Policy & Content Subcommittee Meeting Agenda and Notes  
October 23, 2007  
9:30 am – 11:00 am  
University Communications Conference Room

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

1. **Topics for discussion:**  
   - Informal Content – Past, Present, Future terms  
   - Course Information ideas  
   - Departmental information section  
   - Textbooks  

2. **Project Administration & Housekeeping Items:**  
   - Next Steps  
   - Burning Issues / Check-out  

### DECISIONS AND NOTES

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

**Informal Content – Past, Present, Future terms**  
- Same course but different topic in same semester or over several years  
- Links: 5 instructors and then 5 terms…provide links “Other Semesters”  
- Wishful thinking that a syllabus will be updated each semester  
- The CG is not a new way to archive…the archiving falls back to the department and instructor  
- It is important to provide some static information for design purposes in the Instructor piece  
- The P&C subc. Can help the design team determine the types of content for Instructors

**Course information ideas**  
- Collapsible rows with instructor, term  
- Would be nice if Instructors could indicated things that are static across sections and those that are not

**Departmental information section**  
- Provide links  
  - Home web page  
  - UGRD Catalog  
  - Grad Catalog  
- Have Course information (provided by the department)at the next level under Department  
- Show little blurb and then links  
- If departments don’t like what is shown, that will be University Communications job to help them
• Department/Program (change label) – is this feasible?
• Cross listed courses - Often the instructor isn’t part of a dept. Provide links for cross listed subjects?
• Get rid of Dept #
• Change Workload to Components

P&C would like to see the changes we are talking about with visuals

Textbooks
• Textbook Taskforce campus wide to respond to Board of Regents request of what we are doing to help mitigate cost of textbooks both now and in the future
• Will be broken into what the library is doing, what different student orgs do, what different offices do (Fin Aids, etc) and the CG will be an integral part.
• We can deliver the ISBN, author and title in version 1 but it will be very basic. Providing a comments box will leave some flexibility…Textbooks could be put in the syllabus.
• In large classes, textbooks are being offered in different options…large book, 3 smaller spiral bound, custom, online, … some are bundled with course materials

Next steps
• Chairpersons will advise us of how to determine topics…go off in smaller groups or this large group
• Design team will be working on the course page

Schedule meetings for Dec. and Jan

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