Purpose of Meeting: Course Guide Subcommittee Meeting

Note Taker: Cari Anderson

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

Guests: Aaron Brower, Joanne Berg, Diane Mann

AGENDA ITEM WHO

1. Textbook Costs Task Force Aaron Brower
2. User Interface Prototypes Mike Fay
3. Instructor Provided Content Mike Fay
4. Enterprise Content Management System Al Friedman, Mike Fay
5. Advisor Track L&S Representative

DECISIONS AND NOTES

Aaron Brower – Textbook Cost Report for the Board of Regents
- Some ideas are not workable on this campus
  - Rentals
  - Standardization for all courses around US (i.e. volume buying)
  - Cartel approach (i.e. CIC puts pressure on publishers, etc)
- Main recommendation is to “Bring the market back into the process”
  - How to get info to students in a timely way
  - How to get instructors to get the info out/prepare materials in a timely way
- Incentive for faculty to get info ready will come from students bugging them about it
- Hope CG can provide ISBN; unless these are zeroed out each semester, this will become a real problem due to inaccuracy

Comments/Questions
- Custom books – reduces costs because chapters can be left out
- Zeroing out...forces the faculty to endorse their choices
- Leave Vendors off – legal issues
- Business Services and UW Bookstore have some arrangement regarding booklists
  - Can we create a “public list” holding area for all vendors to ‘subscribe’ to?
- Do not deal with any of the “previous relationships” between book sellers (i.e. “Room of One’s Own has this book”…this info should be on a syllabus)
Instructor Provided Content templates
Keep in mind there this is the Information Template and is not the same as the display template

Area of Study – each area may have a “curator” and negotiate getting it into the CG

Textbooks and Materials
- Don’t ask too much of instructors for textbook information (i.e. leave off source, cost)
- Add box labeled “See Note” to provide additional info at end of row
- Need to allow instructor to not specify a version (i.e. any version of *Catcher in the Rye*)
- Materials – leave off source and cost, add Instructor Notes
- Lab fees, alternative fee structures may become a big item in the future; do not include at this level

- Give hints or explanations for what is expected to be entered in the fields
- User group of students…what will they go to first in a CG?
- Some group needs to have a “philosophy” of what are good things for the students to know…Joanne will bring up at the Teaching Academy meeting today
- Keep the Official information displayed for the instructor
- Build this for our students first, the public may be a later version
- Teaching Format – percentages may not be that helpful; use grid but have blanks?
- Evaluation – percentages are good

Enterprise Web Content Management System (WCMS) – Al Friedman
- May need to encourage departments to use the WCMS to build their websites and then it will appear in the CG
- The review group is almost done reviewing RFP responses from vendors
- Hope to have vendors identified in late winter, have top 3 vendors do demos by early spring
- Sign contract, have a few “alpha” departments using it in spring; “beta” departments by Sept.
- Should ask “alpha” departments to start thinking about the CG

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