1. Welcome and introductions of Janet Byers-Dent as Project Manager and Jim Vogel as Product Manager

2. Mid-Project Review
   - Discussion of the mid-project review. A link will be sent to all involved with the project to complete the questionnaire. Participants will be invited to a session where the results of the survey will be reviewed.

3. Discussion of what features will be added at each phase. There are key elements that need to be included in the foundation of phase IA so that additional features in subsequent phases can be incorporated. Discussion also focused on the fact that resources, such as WCMS and Curricular Hub, (upon which the project is dependent) are not fully developed at this time.

Features by phases (see attached document)
   - Issues addressed included:
     - Issues addressed in 1A:
       - Accessing a course schedule (from Class Search) for a specific professor
       - Where would a student access the degree information that is currently housed in the catalog (catalog vs. department)
       - How would a public user access departmental information

     - Issues addressed in 1B:
       - What does the authenticated student get, that the public access doesn’t allow? --- favorites, saved searches, planner, notes

     - Issues addressed in 1C:
       - Major course list for students at various stages (ie. Freshman, Sophomore, transfer)
       - Concept of sharing for instance search results and favorites with advisors or advisors sharing recommended courses with students, etc.
       - If you are authenticated in the system, the use of favorites and advisor lists will eventually assist you in knowing what courses you should take

4. Advisory Group operations
   - The advisory group is representative of different stakeholders across campus. The Project Team seeks to increase outreach with different groups such as advisors, deans,
cross college advising, faculty department staff meetings. We will continue to work with Advisory Group members to achieve this

- Getting Feedback on what is needed:
  - i. How would the Course Guide work for transfer students?
  - ii. How does it work for incoming freshmen (SOAR)?
  - iii. Not only get student input, but get faculty input.
- What are items that the faculty members would like to inform the students of, but that the students haven’t thought of as of yet? We need the Advisory group to help get the information to and from the faculty members.

5. Design Activities
   - Use case completion is a current activity
   - New Prototype mockups were demonstrated
   - Query Bank is a collection of questions that you’d like the course guide to be able to answer about courses, instructors, textbooks, departments, majors, areas of study…
   - Discussed the need for a tool to link to/aggregate information from different sources.

6. Project Milestones were presented with tentative goal dates. See attached Course Guide Phases Document.

**Course Guide in Phases: A discussion**

**Phase 1a**
1. Look at Official Course Information (from ISIS)
2. Look at current and future offerings (from ISIS)
3. Look at instructors for those offerings
4. Look at textbooks required
5. Follow a link to the Department website for more info
6. Follow a link to the specific page in Class Search with details for a selected course offering

**Discussion:**

**Curricular Hub:** Course Guide Official information will come from the new curricular hub. This puts less stress on ISIS and aggregates the data in a way convenient to Course Guide. It also allows us to bring in data not in ISIS.

**Textbooks Upload to Curricular Hub:** University BookStore will be providing a file for upload into the Curricular Hub of the textbooks for scheduled courses.

**WCMS:** Web content management system is a new product that is being implemented this summer. Initial content in there will be department information, including the department website.

**Class Search:** There will be a link from the course guide to the Class Search. It will drop you into the specific course you found in Course Guide so you can register.

**UPortal:** We will be deploying in the My-UW portal. We want to allow public access to functionality available in version 1A. So we will be using UPortal 3.0 which allows public access.

**TimeLine/Features:**
Curricular Hub, Textbook upload, WCMS, and UPortal 3.0 are all new implementations. Version 1A is primarily about developing the infrastructure needed to build upon. Future richer features will be added in subsequent phases. But the core infrastructure needs to be in place first.

**Phase 1b**
1. Create one or more favorites lists
2. Add a course to a Favorites List
3. Organize courses in favorites into a Planner
4. Add notes to a course or a favorite list
5. Look at informal content for early adopters who are using the enterprise Web CMS
6. Students browse via Area of Studies for courses

Discussion:

In this phase, the infrastructure is in place, so the richer features will be added.

Phase 1c

1. Select one or more courses inside of a favorites list
2. Send selection to DARS to run a What-If
3. Send selection to the Scheduler to generate possible schedules
4. Look at informal content from other adopters who are using the enterprise Web CMS or another Web CMS integrated with the ESB.
5. Students receive special lists from Advisors
6. Students browse lists published by departments and programs

Discussion:

This phase expands both the infrastructure and the functionality. The infrastructure is expanded to include DARS, and Scheduler. The functionality is expanded to include new notification and subscription mechanisms. This allows advisors and students to have help in planning a student’s schedule, progress towards major requirements. Students can identify areas of interest. Advisors can notify students of important lists of courses.