Agenda and Meeting Notes
Course Guide Project Advisory Group
January 13, 2009
1:00 – 2:30 p.m.
3139 ABC Computer Science Building

Attendees

<table>
<thead>
<tr>
<th>Jim Phelps</th>
<th>Janet Byers-Dent</th>
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<tbody>
<tr>
<td>Kathy Christoph</td>
<td>Nancy Westphal-Johnson</td>
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<td>Jolanda Vanderwal-Taylor</td>
<td>Julie Stubbs</td>
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<td>Jocelyn Milner</td>
<td>Aaron Brower</td>
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<td>Bob Jeanne</td>
<td>Mike Pflieger</td>
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<td>Tony Talmadge</td>
<td>Gery Essenmacher</td>
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<td>Lillian Tong</td>
<td>Ilene Seltzer</td>
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<td>Bob Mayville</td>
<td>Lori Sebranek</td>
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<td>Sharon Kahn</td>
<td>Toni Good</td>
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<tr>
<td>Al Friedman</td>
<td>Cheryl Wise</td>
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<td>Cari Anderson</td>
<td>Ellen Jacobson</td>
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<td>Catherine Farry</td>
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Agenda

Feedback from Testing
Developers are developing in MyUW and are doing so in a silo fashion to complete a component and pass it off to testing, and working on another. We asked the Advisory Group to give us feedback as we complete these components.

Best ways to give feedback?
- Give smaller, direct examples to be used to focus on a scenario
- Need to make sure context is given
- Icons/tags to help identify page
- Wiki – allows for other people to see comments
- Comments on each page for easy access to capture comments
- Possibly pairing up – 1 person maneuvers and 1 person writes up comments

Janet will set up a meeting about testing in Feb or March – when testing will occur

Identifying Existing Data
How do we accurately find what course data (as provided from an instructor) exist? How current? Where is it now?

Would a survey be effective?
- Populations to survey
  - Dept chairs
  - TT reps (to give to Instructors?)
Instructors
- Surveys will involve people and engage them early on; can do with the intent of a “buy-in” strategy - we can ask the likelihood of instructors using a complex form or not; need to find out why not?
- We don’t need to “use” every piece of survey info that comes back to us
- Does a survey already exist?
  - UComm has list of dept websites, looking for links to catalog and supplemental course information (Toni Good does this every 2 years) - what each dept does is inconsistent in relationship to other depts.

Focus groups may be a different methodology to use
- The Biological Science CG had a focus group of 8 which went to the divisional committee
  - Were always asked why this would useful to the instructor, student?

Communication strategy and campaign to get the info is very important and about the significance of this to campus

Need to communicate to Faculty/Instructors that Course Guide:
- Can communicate the experience and expectations of what the course will be
- This will help the “right” students to get into your course; reduce drops
- We are in danger of adding more information and mis-information if we go the grid route and don’t remove info from department websites...need to remove links from other places
- We also need to address what the students DO want in addition to what the instructor feels is important

There has been little communication from the Provosts office, down to Deans, etc. that this is an institutional need... need buy-in from these groups to implement within departments

**Other/Miscellaneous**
- Next meeting will cover Areas of Study
- Service Learning Component - Morgridge Center has definition