Course Guide Project Advisory Group
May 17, 2009
12:30 – 2:00 p.m.
4th floor Hearing Room (4201), 333 East Campus Mall

Attendance

<table>
<thead>
<tr>
<th>Cari Anderson</th>
<th>Sharon Kahn</th>
<th>Tony Tallmadge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Apel</td>
<td>Elaine Klein</td>
<td>Cheryl Wise</td>
</tr>
<tr>
<td>Joanne Berg</td>
<td>Will Lipske</td>
<td>Brian Yandell</td>
</tr>
<tr>
<td>Kathy Christoph</td>
<td>Jocelyn Milner</td>
<td></td>
</tr>
<tr>
<td>Toni Good</td>
<td>Mike Pfieger</td>
<td></td>
</tr>
<tr>
<td>Karen Hanson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agenda

Feedback we have received through
- Talking about Course Guide at a number of campus meetings
- Open forums for staff (March)
- Students at (ITC, Biological Sciences Div Committee, UPAC); pleased but want more
- Student on the Street (student employees gathering feedback from various campus locations)

Demo of New features to be added on 5/25
- Searchable Course Catalog
- Instructor Lookup: including an instructor in the search for course
- Topics Courses only
- New look and feel
- Tabulated structure: find courses, instructor, subjects
- Improved and enhancing performance of CG
- Additional criteria: limit search by range of course number, Last Taught, Starts on or After, Interest Groups (First Year Interest Groups, Residence Halls); Special Designations (Service Learning)
- Info icons: can be updated at moment’s notice; it is the DoIT KB

Next steps, including Instructor Provided Content
- Structure
- Participation (most difficult)
- Need to form a working group to work with CG team about the how/where
  - Bio Sci Curriculum Committee – recruit 1-2 people
  - Brian Yandell
  - Aaron Brower (suggested)
- Jolanda Vanderwal Taylor (suggested)
- Sharon Kahn
- A couple more faculty members
- Julie Tran (suggested)

- Create some possibilities and have the divisional committees react; need to have a reason to do it
- Eventually: have a rep from each divisional committee

**Loose prioritization of data (in descending order) that instructors may or may not want to provide**

**Syllabus**

- Is required with new course, and certain types of course changes (these are not public)
- Options for a syllabus: Per course, generic instructor, specific this term, private
- Detailed syllabi: often there are multiple copies with detailed dates – has lead to some confusion...
- Opportunity to differentiate products

**Keywords**

- To be added to the Keyword search index (currently official course description, title, subject, catalog #)
- An instructor might attach it because there is something special about his/her course
- Instructors might come together as a group to form keywords; could be guided/directed (keywords opted in for certain courses)
- Must be good keywords, not confusing
- Observation: some info is governed by faculty committees, and then there is some that is not; need to be clear what has gone through governance process and the current interpretation
- Include Area of Study in this discussion
  - tag courses and say they belong to different groupings; Example “Evolution” belongs to a domain but is not a degree program
  - could be an advertising mechanism
  - serendipitous discovery
  - “instructor club” interested in an area for a semester
  - may be able to see some interesting patterns from a birds-eye view
  - may need these to be renewed after a time period

**Different instructors would use these differently**

- Instructor Course Desc
- Course Goals and Objectives
- Instructor’s Teaching Philosophy (teaching style)

**Related Links**

- Websites: course, instructor, dept
- Links are good but can go bad
- Not searchable, but no point in re-creating

**Video/Podcast**
Teaching Format (what I expect)
Requirements (what a student needs to produce)
Evaluation (how student is evaluated for participation)
Examinations
Terms typically taught by the instructor

Membership Going Forward
All in attendance wish to continue on the Course Guide Advisory Group