1. Agenda:
   • 12:45-1:00 Optional pre-meeting presentation on How to Use Google Drive to Collaborate
   • 1:00-2:30 Identifying core items for course proposals and formulating wording
     o Handouts and online docs
   • 2:30-3:30 Identifying Kuali Course Management functions, what it can do, and what it must do at the minimum to serve our needs
     o Handouts and online docs
   • 3:30-4:00 Next steps:
     • sharing our products with administration/ITS/Banner group
     • next meeting: possible ways of addressing proposal items/functions requested by individual campuses within and outside Kuali; KAP handout
     • next meeting: review and adaptation of Kuali Programs

2. Bring your laptops/iPads. We'll be using a combination of internet docs and printed handouts, and we'll be doing some "composition" as we go.

3. Here's the body count I have so far. Let Melissa and me know if more people are coming from your campus. Note that Terri Ota for UHWO will be attending!
   • Thanh
   • HAW: Mitch
   • HIL: no one can make it
   • HON: Russell
   • KAP: Susan
   • KAU: Kathlen and Tammie Napoleon
   • LEE: Pete
   • MAN: Myrtle and Ryan
   • UHMC: Kahele
   • UHWO: Terri
   • WIN: Kevin
   • April

4. Attachments coming by email shortly: If you can, review before the meeting. Print copies will be distributed at the meeting. (Thank you, Melissa!) They will also be available on Google Drive for those conversant with Drive, which everyone will be after our pre-meeting presentation. :-)
• Wording of most common proposal items, by campus
• What Kuali CM can do for UH (UMaryland, Kuali sources)
• Comparison: Kuali vanilla Eng 100 and UMD Testudo Eng 100
• Links to Kuali and UMaryland Testudo resources
• KAP request regarding LOs: to be discussed at next meeting
• Kuali Program Management notes: to be discussed at next meeting

5. Items to be viewed on Google Drive and online sites at the meeting (these are also important, but I am trying not to use too much paper): The screenshots and Kuali items/campus equivalents matrix will be posted shortly.

• Screenshots of Kuali Course proposal
• You can each access your own proposal items on Curriculum Central
• Matrix: Kuali items, Banner items asterisked, corresponding items from each campus; non-Kuali items from each campus.

6. To view/hear the Sept 18 Kuali Program Management demo/discussion for UH participants, here is the link: https://www.fuzemeeting.com/replay_meeting/57dbf0d5/5493071