

**MEETING AGENDA**  
**COUNCIL ON POSTSECONDARY EDUCATION**  
**THE LEARNING EDGE NORTH AMERICA**

**Date:** January 10<sup>th</sup>, Thursday – January 11th, Friday, 2008

**Location:** 1024 Capitol Center Drive, Frankfort, KY (CPE Conference Room B)

**Meeting requirements:** Internet connection, data projector, whiteboard or easel for notes and discussions

**THURSDAY JANUARY 10TH**

Repository Design 9:00 – 12:00

- Strategic objective for Repository
- Stakeholders
- Functional requirements
- FIPSE requirements vs. general repository

Repository Functional Overview 12:00 – 4:00

- User Interface
- Searching and Discovering Content
- Contribution Process
- Review other repositories

Day in review 4:00 – 4:30

- Review progress for the day

**FRIDAY JANUARY 11TH**

Admin Console Overview 9:00 – 10:00

- Detailed Overview of Admin Console

Building Functional Repository 11:00 – 4:00

- Metadata Schema requirements and development
- Contribution Wizard creation
- Build Hierarchy
- Creating and Managing Workflow
- Users/Groups/Roles/Permissions

Kick-off Review and next steps 4:00 – 4:30

- Review Objectives
- Discuss next steps
- Wrap-up.