COG – Course Outline Group
April 1st, 2016
Room B3347
11:00am – 12:00pm

AGENDA

Item	Lead	Desired Outcome	Notes and Actions
1. Welcome / Minutes from September 30th, 2015 meeting	Sue Kloosterman		
2. 2015 Status Update • Fall 2015 • Winter 2016 • Spring 2016	David Baker / All	General status update on outline creation and approvals for the 2015 academic year. Usefulness of weekly approval reports.	Good news story – moving towards 100% completion. -Fall 2015 is complete -Winter 2016, few outstanding – to be address by Chair -Spring 2016, beginning outline creation process
3. Course Outline Due Dates • 2016 • 2017	Sue Kloosterman	Set and approve due dates for the next two academic years	Consider changing the wording from deadline / due date to a 'softer deadline' to address the issue of contract faculty added after the "due date". Do not want to lose momentum we have gained in the last 2 years though. The weight of deadline is lessoned when it cannot be adhered to. Issue to be solved is when contract faculty do CO's and who is responsible for rolling over outlines. Communication to all faculty when a course outline can be created / the outline can be created at any time.
4. Spring/Summer Enhancements • Grid modification • Course catalog business process change	David Baker / George McDougall	Status update on enhancement. Target date for implementation.	Projects progressing – a few outstanding items need to be addressed by IT. Cannot issue a target date until all testing is completed and signed off by APO. It will be a win for the users when both projects are in the Production Environment
5. Academic Council Recommendations • Requested changes to content • Pros / Cons of options 1, 2, and 3	Sue Kloosterman	General discussion on Academic Council proposals. Develop a work plan to accomplish design changes.	Displayed and explained options A, B & C. Will work with IT after item #4 is successfully launched to scope out option C – as recommended by Academic Council
6. Other Business	Open floor	Discuss any other course outline business	James identified an item which rates evaluation factors and wonders if it could be incorporated into the 'back end' of course outline somehow. To be further discussed at ALT.