

AGENDA

Item Outcome	Lead	Desired	Notes and Actions
1. Review COG Membership	Sue	Ensure representation is complete – including Frost campus and other academic faculty	Regrets from George and Sarah. Tully attended on behalf of Terry Greene.
2. De-Brief Fall 2014	David All	Shared understanding of lessons learned	High % of course outlines done – high 80's to 90's and 2 schools with 100% GAS and CDH. Deb asked about clearing off the multiple attempts which lower the % complete. David indicated that they can discard an attempt but don't know they can do this. Frost seemed to be much smoother than it was in the past. Training has occurred SOL, chairs, faculty; also one on one training provided by David and Terry. Two hiccups D2L deep link was crashing for about a week. This was corrected. Some rogue data- it has been
3. Critical Path Updates <ul style="list-style-type: none"> • Due dates for outlines (winter/spring/summer/fall). • Training dates (December and January) • Status updates on Documentation 	David All	Shared understanding and agreement on critical path dates Action/responsibility items for group members Agreement on any changes needed	Winter outlines will be due on December 12, 2014; we have an extra week this year. Common semester outlines need to be identical with Fall. Anyone who teaches a common semester will be a roll over and approval. Laurel to do a communique about deadlines. Spring/summer will be due 4 weeks in advance of the semester start up (about April 6). Training dates: first week of December and another session in January for the new faculty. Discussion around the December date(s); should we do this earlier? Refreshers. Suggestion is to target those who had multiple attempts or did not complete speak to ALT. Training materials and documentation was updated in August. Reference this in the communique.

<p>4. Communication</p> <ul style="list-style-type: none"> • ALT • Faculty 	Sue/Laurel	Agreement at ALT of Due dates for Winter Agreement on training dates for faculty	Laurel/Sarah to email ALT with the dates and some of the points re strategy. Promote COG email address. Refresh poster.
<p>5. Enhancements and Critical Changes</p> <ul style="list-style-type: none"> • Status Update • Timing of System Enhancements for Fall 2015 	David Laurie	Review of Changes requested Agreement on Process for enhancement prioritization	<p>David provided a list to the team; single roll-over function; remove multiple attempts. Course description – if it changes mid-cycle it needs</p> <p>Deep link fixes; copy and paste feature for approvers; naming of modules; clean up for outlines 2016/17; audit for all rogue characters; global spell check across all the boxes. UX changes: design changes to make larger boxes for CLO, etc. Not all of these will done this year. Is the mandatory assessment on the annual a required box or not? Mandatory for multi-section courses so that individual faculty can work within the broad guidelines. Questions and discussion about use of the Test Centre and how this relates to the evaluation scheme on SWF.</p> <p>David will circulate the list; Laurie will scope the effort and David/Kristine/Deb provide some sense of priority in terms of user.</p> <p>What are we going to do about the gap – going back in time for Winter 2014 and Spring 2014? Chairs and Deans to go back after faculty to get these in place. David will produce the gap list focused on credit post secondary and enrolments greater than 1 student. Dual credit courses have different dates – are any of the incomplete outlines Dual Credit? They don't appear on the system (possibly); the start dates are not the same. We can set up DC dates. Most of the outlines are Field placement courses.</p>
<p>6. Future Meetings</p> <ul style="list-style-type: none"> • Agenda items 	Sue/All	Clarity on Work ahead	Meeting for December.