COG – Course Outline Group
February 26 2015
Room B3330
1:00 pm – 2:00 pm

Fleming College
LEARN ı BELONG ı BECOME

AGENDA

Item	Lead	Desired Outcome	Notes and Actions
1. Welcome	Sue Kloosterman		
2. De-Brief Winter 2015 • PAC questions	David Baker Deb Holts	Shared understanding of lessons learned Review – of PAC meeting C/O comments	**Outstanding outlines:** About ½ are approval related will action that with Chairs **Action**– Laurel – send email to Deans and Chairs, Robin – re ESL **Google Analytics**: portal – 20,000 – winter 1151 18,000 – have looked back to 2005 SOCI 36 – most action on portal Some improvement on previous years Laurel – received **feedback on PAC** – by student who had several issues with C/O Deb – followed up – all course outlines were available except for one that had a course code change Part of answer is to problem solve ahead of time and take the dates off so a current date will not show for the course that will be taught within the future semester- will other institutions approve CO without dates – **Action item:** take offline for discussion, bring either proposed or solution to next meeting. Whose name goes on it – the one who "prepared by" **Action item**: take offline for discussion and solution investigation – cross check – manual one at this time.
3. Testing with Faculty results	David Baker All	Understanding of system tweaks needed	Amalgamated annual and semester outlines Tested by faculty – caught 2 bugs – made changes – recommended going forward – 6 faculty tested – Will update training documents. **Decision** made to migrate
4. Academic Council Draft Survey	Thom Luloff David Baker	Agreement on content and timing	Kris reported **Academic Council Feedback** –9 respondents from about 20 A/C members Some feedback:

			C/O is for students when approved, but for faculty when designing their course.
			- Varying responses on when students should have access - Variance when faculty should complete this – Some ideas on how to improve process and tools - Increased consistency - Clarifying content required **AC draft survey to March 18** – finalized for survey **Purpose for survey** – 1. Identify important content 2. who is the end user 3.when do we evaluate and update – what is actually being used on CO - - this will help in template design FDR– to receive draft next week -survey will be sent out after reading break – get data back to us back to April 10 **Discussion** What is a nice to have and what is required List mandatory items and then add other items which are nice to have and survey students to see other pieces of content **Decision** – Thom, Kris and David update survey and move to next steps Two surveys - Student version and Faculty/Admission version
5. Course Outline Policy Documentation	David Baker Sue Kloosterman All	Begin	Would include standardized content required Need academic policy, clarity and consistent Needs to be sequential. **Decision** All COG members will review policies from AO website C/O – please send back parts of others that you like and give feedback so we can begin to develop a policy/process.
6. User Experience	David Baker Laurie Twomey	Review of Changes requested Agreement on Process for enhancement prioritization	Set up a group to go through the process and review the process with a view to make it a better experience. **Decision**: move forward with UX group David and Laurie
7. Other Business Agenda items	Sue/All	Clarity on Work ahead	**Decision** Membership – will add one more faculty member.to COG-