COG – Course Outline Group
September 30, 2015
Room B3347
1:30 pm – 2:30 pm

Fleming College
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AGENDA

Item	Lead	Desired Outcome	Notes and Actions
1. Welcome	Sue Kloosterman		
2. Membership • Introductions; • Expectations; and • Approx. meeting schedule.	Susan Kloosterman	Welcoming of new COG members	Sue welcomed Andrew Bohart, Mike Sterpin, Josh Feltham to the group, provided a general overview of the roles and responsibilities of COG and approx. meeting schedule is once per academic term unless otherwise required
2. 2015 Status Update • Fall 2015	David Baker / All	Completion of fall 2015 outlines. *Attached - Outlines_Status_1159_as_of_Sept_28_2015.xlsx*	-71 outlines are still outstanding, verification on the increase/decrease of outlines completed for GAS. A new report will be distributed to the group. ACTION: Chairs to follow up. -Where in the approval workflow are these outlines (faculty, coordinator, and dean/chair). ACTION : A quick analysis will be completed and submitted to COG for further review in the coming days.
3. My Course Outlines Statistics • When did students look for their outlines and why	David Baker	General understanding of when students are accessing their outlines. Document to be distributed at meeting.	- My Course Outline Google Analytics report showed students are looking for their outlines when timetables are released, though many were not available. The application is the most heavily used prior to the start of the term.
4. Spring/Summer Enhancements • See handout	David Baker / George MacDougall	Enhancements/changes completed during the summer and items that are still pending. *Attached - 2015_Course_Outline_Tickets.docx*	-IT is continuing throughout the fall term on the catalog text, grid modification and suppression of static text. -Workflow and approval process – should the semester approval be loosened up? ACTION: work continuing
5. Roundtable discussion • Open discussion on the status of the application and supporting processes • General feedback from users	Susan Kloosterman		Annual and semester discussion • What is appropriate elements in each section • Do we require a process document to write an effective course outline? • Does the semester plan need to move away from inserting weeks to modules or units? FT/Contract faculty • Who's responsibility to complete an outline • When is it appropriate for a CT to complete an outline • How do you build buy-in for the course when the outline is created for them, instead of by them

			Layout
			• Should the printed layout of the outline be reviewed? Example: approvers/faculty on the annual and semester
			• Do we need to look at generating a more concise outline for students?
			Search criteria
			• Andrew brought forward clarification within the search feature for Course Outlines. What can be done to address some of the language? – Language comes from EVOLVE – there is a tips doc that may be useful for faculty
			ACTION: discussions for future meetings