

## Course Administrators Committee

### Meeting Notes

<b>Meeting Date: May 16, 2019</b> <b>Meeting Time: 1 – 2pm</b>		<b>Meeting Location: iTLC-A, S2-310</b>	
---	--	---	--

<b>MEETING SCHEDULE</b>			

Item #	Presenter	Comments/Meeting Notes
1	Carly Eressy	<p><b>Transition of Roles throughout Course Administration</b></p> <ul style="list-style-type: none"> <li>• POP administrator Karen Lekas no longer supports FM 106 – currently no replacement; Karen is still in her role in the institution but no longer supports the course given that Charles Sagerstrom has left the university</li> <li>• DOH/1 administrator Tammy Falla will no longer support FM 110 pending grade submission of Spring 2019 given the transition of her course leader Jeroan Allison</li> <li>• CCE/OEE/Interstitial administrator Sue Collette is being replaced by new OUME team member Karen Morrissey</li> <li>• DSF &amp; Brain courses will now be supported by new OUME team member Michael Sweeney</li> <li>• DCS1/2 course administrator Ann Perla is being replaced by Carly Eressy               <ul style="list-style-type: none"> <li>○ Replacement for Carly Eressy in Project Coordinator position TBD</li> </ul> </li> </ul>
2	Andrea Delaney & Michael Westfort	<p><b>BBL Feedback &amp; Discussion Session</b></p> <ul style="list-style-type: none"> <li>• Questions from ADIT surrounding the following:               <ul style="list-style-type: none"> <li>○ use of once templated session tables in BBL across courses – is this maintained? Should we update this template?                   <ul style="list-style-type: none"> <li>▪ Administrators agree that the old template is still maintained and has been over years</li> </ul> </li> <li>○ comments from students around difficulty being able to find certain resources on BBL - where is the request for review coming from?                   <ul style="list-style-type: none"> <li>▪ No resounding complaints from students regarding difficulty finding content</li> </ul> </li> </ul> </li> </ul>