### Course Administrators Committee

**Meeting Notes**

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

#### MEETING SCHEDULE

<table>
<thead>
<tr>
<th>Item #</th>
<th>Presenter</th>
<th>Comments/Meeting Notes</th>
</tr>
</thead>
</table>
| 1      | Carly Eressy | **Transition of Roles throughout Course Administration**
|        |            | • 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
|        |            | • 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
|        |            | • CCE/OEE/Interstitial administrator Sue Collette is being replaced by new OUME team member Karen Morrissey
|        |            | • DSF & Brain courses will now be supported by new OUME team member Michael Sweeney
|        |            | • DCS1/2 course administrator Ann Perla is being replaced by Carly Eressy
|        |            |   ○ Replacement for Carly Eressy in Project Coordinator position TBD |
| 2      | Andrea Delaney & Michael Westfort | **BBL Feedback & Discussion Session**
|        |            | • Questions from ADIT surrounding the following:
|        |            |   ○ use of once templated session tables in BBL across courses – is this maintained? Should we update this template?
|        |            |     ▪ Administrators agree that the old template is still maintained and has been over years
|        |            |   ○ comments from students around difficulty being able to find certain resources on BBL - where is the request for review coming from?
|        |            |     ▪ No resounding complaints from students regarding difficulty finding content