



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

OA 2115 MEETINGS AND MINUTES – 1.5(3-0-0) 22.5 HOURS

Instructor	Garth Finlay	Phone	780-539-2988
Office	E309	Text	780-897-0306
Office Hours	Tue., Thur. 10:00-11:45 or by appointment	E-mail	gfinlay@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE:

OA2110 or approval of instructor

REQUIRED TEXT/RESOURCE MATERIALS:

All resources for the course will be available on Moodle through links to the internet.

CALENDAR DESCRIPTION:

The course will focus on creating and running effective meetings. Topics covered will be; creating agendas, taking minutes effectively, running an effective and engaging meeting, bringing motions forward and voting on them, rules and etiquette, and terms of reference.

CREDIT/CONTACT HOURS:

1.5(1.5-0-1.5) 22.5 Hours

DELIVERY MODE(S):

The course will be delivered through a combination of in class lectures, and practical workplace assignments.

OBJETIVES/OUTCOMES:

Students will:

- Have a clear vision of an effective committee
- Be able to create a clear and concise agenda and minutes
- Be able to efficiently run a meeting

TRANSFERABILITY:

N/A

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

Three Minute Taking Assignments 20% each

Final Project 40%

STUDENT RESPONSIBILITIES:

Since the minutes assignments will be taking place in professional settings and thanks to the generosity of administrative assistants, missing an assignment will only be permitted in extraneous, and documented, circumstances. Arrangements for making up the missed assignment will be the responsibility of the student. All assignments must be completed for successful completion of the course.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Content</u>	<u>Assignment</u>
Oct. 27 - 31	Meeting Fundamentals (Etiquette, Protocols, Setup for a successful meeting) Planning Meetings	Minutes Assignment Observe and analyze a meeting
Nov. 3 - 7	Creating Agendas	Create an agenda
Nov. 12 - 14	Recording Minutes	Minutes Assignment Attend a meeting on campus and record minutes
Nov. 17 - 21	Editing Minutes	Edit minutes from previous week
Nov. 24 - 28	Organizing Committees/ Terms of Reference	Minutes Assignment Attend a meeting on campus and record minutes
Dec. 1 - 5	Final Project	The final project will consist of two parts. 1) A team project where students will create a committee and agenda for a first meeting. 2) Write a reflective report on your experience during your three minute taking assignments.
8	Final Project	