

Prior to meeting review procedure guideline, it is under files our group's email.

Plan to assign areas of Canvas course one per section. Look to provide examples and align with current rubric, training, and documents.

11/10/2021

OAB Procedural Guideline Subcommittee 4:15 pm- 5pm

1. Review OAB Procedure Guideline, team plans to work on Canvas Procedure Guideline Course and the then return to Guideline. Plan to combine procedure guideline with template development guideline that will equal only one guideline. Focus on making concise and simple.
2. Canvas Course
 - a. Module 1 Combine module 1 & 2: Module- 1-Karrie Newby; OAB Review this will be combined with Module- 2—add links from CougarWeb eLC OAB information; Assist Kayla in process development Module 2- Kayla Gibbs will focus/reflect on what new OAB members need to know—together they will create one assessment for this module 1.
 - b. Module 2 (previous module 3) Bridget & Shiva will review Collin College Quality Matters Standards-Include one assessment for module 2.
 - c. Module 3 (OAB course template) this will cover the various levels of course design to meet all departmental needs-include one assessment for module 3.
 - d. Certificate of completion (possible module for module 4) This will consist of an attestation statement of completion, returned with certificate of training. The trainee will have to pass all modules to get here.
3. Tanya added Team Lead documents under OAB members; Tanya added showcase at end of course. Consider adding additional information if needed regarding access changes.
4. Karrie suggested the development of an OAB intake form to increase availability of SME reviewers, we may revisit this to reflect what an SME could be in our next meeting.
5. Bridget will add all of use as instructor designer to the OAB procedure Canvas Course.
6. Next meeting planned tentatively for the 1st week in February 2, 4:15 pm via Zoom; Invite will be sent Tanya Sanchez is inviting you to a scheduled Zoom meeting.

Topic: OAB Procedural Guideline Subcommittee

Time: Feb 2, 2022 04:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/7886096711>