

OAB Committee Meeting – Assignment Meeting

Date: June 19, 2020

Recording: Zoom Recordings > Assignment Meetings > 2020_06_19 OAB Assignments

Attendance:

Agenda:

- Course review assignments for this week
- OAB reviews are on the layout and content of the course in the template
- We have templates that were approved by OAB but the course never made into the template account
- Subject matter experts may not have taught a course recently
 - Ideally, SME should review course over the weekend after assignment so the team can review the following week
- Courses should be developed with both “flesh” and “bones”
- Course reviews should follow the OAB rubric using the QM system and MyCR
- The focus is on reviewing course that have never been taught online with a minimum level of expectation looking at the navigation and design
- Associate deans will continue to do classroom visits and online visits
- Concourse syllabus should be added to the template as an example
- Accessing the Course Worksheet

Action Items:

- Review assignments have been made in QM
- Review timeline:
 - SME should review course over the weekend, after the Friday assignment
 - Faculty should complete the reviews within one week, this does not mean the review is concluded and may still be active
- Course review assignments:

Course	Course Rep	SME	Chair	Reviewer
PHIL 1304	Pooran Lashini	Rich DeRouen	Kimberly Harris	Leon Deutsch
ESLR 0305	Jey Venkatesan	Bridget Vosloo	Courtenay Jauregui	Meade Brooks
ESLC 0325	Alexia Estes	Bridget Vosloo	Diana Sage	Tebring Daly

- Pamela will send detailed instructions on how to complete the course review in QM