

OAB Committee Meeting – Chair Meeting

Date: April 25, 2022

Time: 3:00 pm

Attendance:

- Wendy Commons
- Pamela Darling-Facio
- Tanya Sanchez
- Shiva Davanloo

Agenda:

Review April 18, 2022 meeting with Dr. Johnson and Dr. Lee.

- 30% Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) deficiencies are distant education related. Every deficiency found will need an action plan. Dr. Johnson requested to be proactive in planning and preparation.
- Blended/Hybrid courses will need an OAB/online evaluation method, Pam suggested leaving this between the eLC and instructor designing the course. It sounds like we could use the checklist, but some parts of the OAB rubric may need to be modified. This could be an internal process within the eLC. All online, blended, hybrid courses need to meet a minimal standard since part of the course is offered online.
- Clear institutional expectations for each type of online course-type.
- Clear expectation for continuous improvement, ie every 2-3 years for fully online, and what for others (blended or hybrid).
- Prescriptive standards for any use of an online format ie Canvas shell framework, student intro to Canvas, eLC already has this in place.
- Continued professional development for online faculty such as continuing education offerings, or prescribed classes (Growing with Canvas-new eLC course in development). How often?
- Adjunct teaching online courses, did not have favorable student evaluations/experiences? Do we need a plan for this, who can teach online, example, at other schools the faculty member must have instruction 3 semesters in-person teaching the course before teaching online?? All online faculty must already complete one QM workshop and Teaching with Canvas online.
- Consider costs for technology upgrades in relation to number of students taking online format courses. This could be universal among the 3.
- Consider how to sustain online learning environments, quality education with CI, OAB process, eLC internal process.
- Tentative SACSCOC visit is 2023.

- Mention of a self-study, Ann Blackman sent information. I am not sure what this entails but it sounds like a lot.
- Professional development for any online faculty, OAB members, and OAB leadership team--Dr. Johnson had mentioned a SACS summer conference and one in December we all should attend-- I am not sure what the conference is?
- Ally will help with accessibility issues.

--From Ann Blackman: (mentioned a self-study)

Attached is the Academic Program Review document (Academic_PR_Template) I referenced in our meeting this afternoon. My suggestion is that this could be a great starting place for a self-study. Here's where you go online to get to this doc:

- On the [MyWorkday](#) tab in CW, click on "[Institutional Research Office](#)" link in the "District Services" channel
- Choose "[Institutional Effectiveness](#)"
- In the left-hand blue column, choose "[Program Review Portal](#)"
- The attached doc is one of the Program Review forms

In addition, in preparation for a self-study, here's some resources that may be helpful:

- [IT Service Unit Review 2021-2022 Submitted03042022.docx](#)
- Two reports that have been requested by Jon Hardesty in Q1_2022
 - [eLearning Support to Faculty March 2022.docx](#)
 - [Online Course Approval Process March 2022.docx](#)

see attachment from Ann:)

This sounds like a team effort from eLC, OAB, iCollin and maybe more.

Action Items:

- Dr. Lee will set up a meeting with Dr. Hardesty to review what is needed for SACS accreditation.
- Shiva will work on updating the rubric with recommendations from committee members and will provide a suggestion at the end of summer.
- Sub-committee for continuous improvement and cyclical reviews.
- Add information about how to use a template to the Teaching with Canvas Course.
- Create icons for OAB approved templates with directions and information about OAB.
- Create new course cards for all OAB approved templates.