

# OAB Committee Meeting – Chair Meeting

**Date:** August 22, 2022

**Time:** 3:30 pm

## **Attendance:**

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

## Agenda:

### Subcommittees Update

- Rubric Update
  - Update is complete
  - New rubric and checklist are in QM and ready for use
  - Add to the website?
  - Start using with Fall 2022 reviews?
    - **Yes, Shiva will create a short video to demo and Pamela will add to the OAB website.**
- Hybrid/Blended?
  - If OAB will review, we need a different worksheet
    - **Use same worksheet but add note about what can be waived with hybrid.**
- Procedure Guide and On-Boarding
  - Update on review form
  - Objectives have been added to each module

### Review Status

- 31 – Courses ready to be assigned
- 8 – In review
  - Include six nursing with SME and Lead complete
  - Two with SME's reviewing
- 16 – Standards not met
- 26 – Pending (not ready for review)

### Review Schedule

- Fall 2022
  - **Reviews every three weeks with 12 day turnaround.**
  - **Use three IDs each round so they have a review every six weeks.**
  - **Wendy will come up with a schedule.**
- Audit for all single courses with OAB approval

### Course Inventory Audit Reviews

- [Proposal from 2019](#)
- Sampling
  - Review sample of 20% of the sections in the divisions
  - Exclude any reviewed in the past three years

- No instructor duplication
- Two reviewers per course (SME and Lead)
- Divisions
  - Business & Human Services
  - Business & Computer Systems
  - English, Communications & Humanities
  - Computing & Engineering Technology
  - Developmental Education
  - Fine Arts
  - Health Sciences & Emergency Services
  - Math & Natural Sciences
  - Nursing
  - Social & Behavioral Sciences
- Schedule
  - Spring 2023: Business, Human Services, Computer Systems
  - Fall 2023: English, Communications & Humanities
  - Spring 2024: Math, Natural Sciences
  - Fall 2024: Social & Behavioral Sciences, Engineering
  - Spring 2025: Fine Arts, Developmental Education, Computing
  - Fall 2025: Health Sciences, Nursing, Emergency Services

## Members

### *New Members*

- Enrolled in Procedure Guide:
  - **Rhonda Lewis** – English (Completed new member orientation)
  - Brittany Moore – English: Declined nomination
  - Tiffany Cartwright – Government
  - Melody Timmons – Health Sciences
  - Dawn Dias – Business, Computer Information, Accounting, Education
  - Clair Robertson - Art
  - **Laura Clark** – English (Completed new member orientation)
  - James Freedle – Cybersecurity
  - ***Tanya will reach out to those who have not completed.***

### *Pending Members*

- Tammy Cain – Completed form and very interested