

OAB Committee Meeting – Chair Meeting

Date: March 1, 2023

Time: 3:00 pm

Attendance:

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

Agenda:

- Hybrid/Blended?
 - Use same worksheet but add note about what can be waived with hybrid and continue to have an ID review.
 - Add this to the procedure and OAB process webpage.
- Procedure Guide and On-Boarding
 - Update on review form
 - Tanya will create a PowerPoint for AGS

Review Status (3/01/2023)

- 3 – Courses ready to be assigned
- 14 – In review
 - Six in review
 - Eight standards not met
- 34 – Pending (not ready for review)

Spring 2023 OAB Audit

- [CARES Funding District Template Development Update 2022 12 20.docx](#)
- [2023 Spring OAB Audit Report.xlsx](#)

	Total
Single *	37
Not Approved	69
TOTAL	106

Course Inventory Audit Reviews (hold off until after we talk to Assoc Deans)

- [Proposal from 2019](#)
- Pamela will attend the March 24 associate dean meeting.
 - Let them know about the OAB approved templates, how to locate them, and how to request a copy.
 - Suggest they do a review when checking courses with the Online Class Visit form
 - Suggest they use the OAB checklist.
 - How many courses do they review?
- 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 2024: English, Communications & Humanities
 - Fall 2024: Math, Natural Sciences
 - Spring 2025: Social & Behavioral Sciences, Engineering
 - Fall 2025: Fine Arts, Developmental Education, Computing
 - Spring 2026: Health Sciences, Nursing, Emergency Services
 - Fall 2026: Business, Human Services, Computer Systems

Due Dates for Reviews

- Summer 2023 – March 10, 2023
- Fall 2023 – March 31, 2023
- Spring 2024 – September 29, 2023
- Summer 2024 – March 15, 2024
- Fall 2024 – March 29, 2024