

## OAB Committee Meeting – Assignment Meeting

**Date:** May 29, 2020

**Recording:** Zoom Recordings > Assignment Meetings > 2020\_05\_29 OAB Assignments

### **Attendance:**

- Wendy Commons
- Ann Blackman
- Shawna Masters
- Rich DeRouen
- Nick Morgan
- Brad Hennigan
- Raji Kannampuzha
- Tawnya Smith
- Dulce de Castro
- Elizabeth Hamner
- Kimberly Harris
- Steve Stallings
- Thomas Pickens
- Deborah Cardenas
- Townsen Nelson
- Brett Adams
- Sarah Lonsdale
- Whitney Pisani
- Kelly Putnam
- Mervat Karout
- Martha Chalhoub
- Susan Mahon
- Gary Wilson
- Tanya Sanchez
- Tebring Daly
- Amber Allen
- Courtenay Jauregui
- Bridget Vosloo
- Steve Stallings
- Stephanie James
- Vijaya Velamakanni
- Helen Wang
- Kelly Martin
- Diana Sage

### **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:

<b>Course</b>	<b>Course Rep</b>	<b>SME</b>	<b>Chair</b>	<b>Reviewer</b>
MATH 0405	Jason Smoot	Shawna Masters	Rich DeRouen	Meade Brooks
MATH 0332	Jason Smoot	Helen Wang	Courtenay Jauregui	Deborah Cardenas
MATH 0342	Aime N'Tchobo	Helen Wang	Diana Sage	Tebring Daly
MATH 1324	Shawna Masters	Sarah Lonsdale	Brett Adams	Dulce de Castro
MUSI 1310	Aaron West	Kimberly Harris	Steve Stallings	Thomas Ehrhart

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