Pre-Meeting and Vision Meeting Guide

Use this script as a guide to prep for your vision meeting.

Pre-Vision Homework
(sent to AD, DC 1-2 weeks ahead of vision meeting period)

- Review the JIRA issue issue assigned to you for the development
- Reach out to AD/DC to get background info on course ahead of Vision meeting.
  - *If you are an ID Contractor, this information will go out to you when the teams are introduced and the start of the development cycle.*
  - Does the SME have a signed contract yet? What are the details?
- Request that all meeting attendees:
  - review Course Competencies
- Is there any specific vision that has been formulated at this time that should be considered in our upcoming vision meeting? (for development of the Vision Statement)?
  - Does there need to be a Vision Meeting separate from the Project Kick Off? This would only be the case for minor redevelopments, edition updates, etc. Confirm with your DC and AD.

Vision Meeting

Goal
Produce a clear, detailed vision statement and scope of work for the SME and ID to follow in design & development phases. (see template in Vision Kit)

Agenda

1. Introductions / Roles
Confirm that the SME has done the SME Orientation, that they are comfortable with the process and the requirements of their role. NOW is the time for questions - otherwise we assume a level of comfort going forward with the course map. Then briefly cover team roles and note more detail covered in kickoff...

2. Vision

3. General Scope of Work
Discuss

- Potential Major assessments?
- Review the CAE Course Rubric and Data for possible content and design additions. See Analysis of Data on Sharepoint or, if no CAE review exists, go over the Rubric Criteria with project team.
  - *Is there a set of departmental rubrics that should be used for certain activities?*
  - The format of the rubric will follow the one used in the SME Orientation.
- SME has gone through Training - but you may end up answering questions about backwards design.
  - QUIZZES (if they are necessary)
  - One location (Publisher) if there is a tool, D2L if not.
4. **Finalize Vision Statement**

All stakeholders contribute during meeting – ID can type it in live. The Vision can be sent out as a draft post meeting for comments. Eventually it goes in the shared drive space as a read-only document for all to reference during the project.

**Note:** a portion of the scope of work is inferred by the type of development. The rest is to be determined and documented in as much detail as possible. **It is VERY Important that the scope be clear and detailed.** The SME contract may be adjusted based on the scope and the ID will turn to it to determine when development requests are exceeding the agreed upon work load.

6. **Exemplars for SME**

If necessary, point SME back to [SME Resources for Course Development](#) and the [Exemplar Assets](#). Review the definition of an exploration from the SME Resources site.

7. **Set Project Kick Off Meeting and outline next steps**

- **Set Kickoff meeting date**
  - Allow at least 2-3 weeks between Vision and Kickoff.
  - SME is to submit a draft of Course Map 2-5 days before Kickoff.
   - If needed, set an earlier date to see Module 1 mapped to check progress.

- **SME contract needs to be finalized/signed (DC responsibility)**

- **Confirm access to publisher resource for SME** (they can't really do a big part of the Map if they haven't seen the resource) - contact ID Mentor (for contractors) or DI Coordinator.

8. **Resource review/selection** *(this is homework if SME hasn’t seen resource)*

This might happen in the vision meeting, or be homework exiting the meeting. **NOTE:** There should not be a vision meeting taking place if main resource has not been selected.

- **Review Main Resource**
  - Does SME have access to a national version?
  - Does it alone cover the competencies?
  - Are significant supplemental resources needed?

- **OER:**
  - Main resources should already be known. ID Team should only be assisting with supplemental resource selection after Course Map is complete.
    - Remind SME that their role will be to write narrative to connect resources and fill any gaps (create the course narrative)
  - Talk about timing and work involved
  - Introduce the Librarian role (Librarian does not have to be in attendance)