

Team Member Orientation Checklist

Purpose:

This checklist developed by [Coastline College](#) demonstrates resources that could be helpful to compile when onboarding people to a direct assessment CBE team or work group. Note some information specific to Coastline has been abbreviated.

Introduction

Welcome to Coastline College's Competency-Based Education (CBE) team! Whether you've joined the advisory team, the faculty team for program development, or another part of the project, the resources below will help you get up to speed on CBE and our efforts to implement it at Coastline.

- A Leader's Guide to Competency-Based Education:***
- This book provides a valuable overview of CBE and how it can be implemented. You can read some or all of the chapters, in whatever order you choose; we recommend that faculty read at least chapters 2 and 3. If you do not already have a copy, please contact __ to request one.

- Coastline's Introduction to CBE recorded session:***
- This presentation was delivered to Coastline by Charla Long, Executive Director of C-BEN (see below) in October, 2021. It is approximately three hours long; The first two hours are particularly helpful. [Recording link]

- C-BEN Website:***
- The Competency-Based Education Network (C-BEN) provides many informational resources on its website, especially in its Resource Library and Story Bank.
www.cbenetwork.org | www.cbenetwork.org/resources

- CBE Collaborative Request for Grant Applications:***
- The first 8 pages provide insight into the Chancellor's Office's objectives and priorities for CBE. [Document link]

☐ ***Coastline’s Grant Application:***

☐ This includes information on why we chose the Management A.S. as our first CBE program and how this program will help us support diversity, equity, and inclusion. [Document link]

☐ ***Coastline’s CBE Team Charter:***

☐ This short document outlines our goals, stakeholders, and decision-making process. [Document link]

☐ ***The project Teams site:***

☐ We are using Microsoft Teams as our collaboration site—it has all the documents, recordings, and other content we’ve collected or created, as well as a place for team discussions. The Teams site is titled *Competency Based Education Advisory Team*.

★ If you have any questions about using Teams, please contact [CBE Leads] for assistance.