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| Open FSW Committee Meeting |  |

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| Meeting called by: | Arenthia Herren | Type of meeting: | Open FSW Monthly Meeting |
| Date: | 01/15/2021 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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| Attendees |
| Arenthia Herren (Chair) |
| Leslie Bartley |
| Rozalind Jester |
| Gloria Kitchen |
| Brian Page |
| Di Xue |
| Sara Dustin |
| Myriam Mompoint |
| Thomas Donaldson |
| Yadab Paudel |
| Jennifer Summary |
| Jillian Patch |

# Minutes

**Agenda Item 1:** Open Education Week PD Plans  **Presenter:** all committee members

1. Arenthia Herren recapped the events of the 2020 Open Ed Week that included the multi-campus OER “Petting Zoo”
2. The committee discussed ideas for 2021 Open Ed Week. The agreed upon ideas include:
   1. Faculty OER Implementation Roundtable – The roundtable panel would consist of several faculty that have implemented OER in their online or face to face courses, in which they would discuss the process they went through of choosing and adapting an OER text, as well as some of the positive feedback they have received or hurdles they have had to overcome in the process. The faculty that agreed to participate in this panel include Leslie Bartley, Di Xue, Sara Dustin, Yadab Paudel, and a faculty representative of AMH 2020. Professor Donaldson has volunteered to participate in the panel on behalf of AMH 2020 if Jane Charles is not available.
   2. Affordability Counts Webinar – This webinar would be an informational webinar about Affordability Counts including its resources and badging system.
   3. DIY: OER Creation and Creative Commons Licensing – This presentation will be an overview of the process for creating one’s own OER materials to use in courses, including how to mix and match existing OER materials to better serve faculty purposes. The subject matter might also include content on how to host this newly created material curtesy of Scott Ortolano.
3. The committee also discussed ways that Open Ed Week might be marketed to the college as a whole.
   1. In place of the physical bulletin board in the Library that housed quotes from students on how they might be able to use their savings if they did not have to purchase textbooks, the committee discussed the creation of a virtual bulletin board, created via Nearpod or Padlet, that would pose a similar question. The link to this bulletin board might be distributed via individual faculty to their classes as well as through social media.
   2. In collaboration with the TLC, the committee discussed releasing an array of informational video snippets that might be distributed by the TLC and/or the Media Department regarding the definition of OER, student experiences with OER, or why faculty should attend Open Ed Week events. These videos might also include previously recorded content already archived.

**Action Item:** Contact Jane Charles about participating in the Faculty OER Implementation Roundtable

**Person Responsible:** Arenthia Herren

**Due Date:** January 31, 2021

**Action Item:** Contact Rebel Cummings-Sauls about a possible Affordability Counts contact person who might be willing to participate in the webinar.

**Person Responsible:** Arenthia Herren

**Due Date:** January 31, 2021

**Action Item:** Contact Scott Ortolano about collaborating on the DIY: OER Creation and Creative Commons Licensing Presentation.

**Person Responsible:** Arenthia Herren

**Due Date:** January 31, 2021

**Action Item:** Contact Greg Turchetta, SGA supervisors, and Honors Faculty about the creations and distribution of videos for Open Ed Week

**Person Responsible:** Arenthia Herren

**Due Date:** January 31, 2021

**Agenda Item 2:** Update of the OER/ARC Grant  **Presenter:** Arenthia Herren

1. Arenthia Herren updated the committee on her meeting with Joe Van Gaalen and Dr. DeLuca regarding the possibility of an OER/ARC Grant. Dr. DeLuca suggested that the committee should currently utilize the existing min-grant format and that the application process and structure should be run through Joe Van Gaalen’s office.

**Agenda Item 3:** Business for February Meeting **Presenter:** all committee members

1. The committee discussed how they might implement the new bookstore language approved for OER Materials. This would also include identifying what modifications to the forms or the procedures might have to occur to so that the faculty can easily identify which OER materials that have adopted for their class and so that the OER materials chosen can be accurately entered into the Follett system. The committee agreed that to invite an FSW Bookstore and Follett representative to the February meeting to get their input on the requirements and feasibility for such changes.
2. The committee discussed ways they might begin categorizing OER Materials, specifically for reading comprehension levels. Aspects of this discussion should include both ways OER reading level might be identified (i.e. sharing this data with the state as a possible filter for their database) and student-led creation of ancillary materials that improve comprehension. These might eventually be published or distributed with the textbook such as study guides and quiz banks.

**Action Item:** Contact FSW Bookstore and Follet representatives to invite them to the February meeting

**Person Responsible:** Arenthia Herren

**Due Date:** January 31, 2021

Meeting was adjourned at 11:00 a.m. *Respectfully submitted by Jillian Patch*