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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: | 01/21/2022 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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| Attendees |
| Arenthia Herren (Chair) |
| Douglas Magomo |
| Myriam Mompoint |
| Brian Page |
| Leonard Owens |
| Leslie Bartley |
| Rozalind Jester |
| Thomas Donaldson |
| Alessandro Cesarano |
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|  |
| Di Xue |
| Yadab Paudel |
| Jillian Patch |

# Minutes

**Agenda Item 1:** Open Education Week **Presenter:** Arenthia Herren

1. TLC Certificate Coordinator
	1. Responsibilities include:
		1. Coordinating with the TLC to have certificates issued to participants who post an undetermined number of times by March 25th
	2. Confirming TLC Certificate Coordinator
		1. Volunteer Needed – Myriam Mompoint volunteered to serve in this role.
	3. Arenthia explained to the group how she sees the Open Education Week structured and asked what the criteria should be for awarding TLC Certificates. It was agreed that requiring three posts would be sufficient. Rozalind Jester volunteered to contact the TLC to set up those certificates.
2. Arenthia listed out the Channel Hosts
	1. Responsibilities include:
		1. Creating content/presentations
		2. Having completed the content, send to Arenthia by Feb. 28th
		3. Answering questions on the channel through March 25th (excluding Spring Break)
	2. Confirming channel participants:
		1. Arenthia – Using Creative Commons - confirmed
		2. Alessandro Cesarano – Experiences using OER - confirmed
		3. Jillian Patch – What is H5P and the H5P OER Hub - confirmed
		4. Douglas Magomo – OER Software available for Math courses - confirmed
		5. Rozalind Jester – Canvas Commons - confirmed
		6. Di Xue – TBD - confirmed; OER Simulations for chemistry labs
		7. Arenthia may also complete a second channel on the OER Textbook Network and Hub
3. Virtual Moderators
	1. Responsibilities include:
		1. Monitoring comments on channels to ensure presenters are tagged in the questions posed to them
		2. Tagging or chatting the presenter to get their attention to the question
		3. Responsibilities run through March 25 (excluding Spring Break)
	2. Confirming Virtual Moderators
		1. Myriam Mompoint - confirmed
		2. Another volunteer needed – Leslie Bartley, Brian Page, and Evan Johnson volunteered to act as moderators
4. Marketing Materials Creator
	1. Responsibilities include:
		1. Creating fliers
		2. Social media posts – Having material for social media posts created and ready to post sent to Arenthia
		3. Materials must be sent to Arenthia by Feb 10th
	2. Confirming Marketing Materials Creator
		1. Leonard Owens - confirmed
5. Student Channel
	1. Structure – Using Nearpod (or a similar tool) students will answer the question, “With the money I spent on textbooks, I could have . . . “
	2. How do we encourage contributions to this? – Brian Page suggested getting in touch with SGA and Student Engagement to share and contribute to the link. Arenthia may also contact the chairs of the different departments to distribute the link amongst faculty to share in their courses.
	3. Rozalind Jester and Jillian Patch thought the group could use Answer Garden as the medium for engagement.

**Action Item:** If you would like to host a channel and have a topic in mind, please notify Arenthia ASAP.

**Person Responsible:** All committee members

**Due Date:** ASAP

**Action Item:** Request a Teams account and set up the channels, as well as, finding resources for using Teams

**Person Responsible:** Arenthia Herren

**Due Date:** February 18th, 2022

**Agenda Item 2:** New Business?  **Presenter:** Arenthia Herren

1. Arenthia Herren opened the floor to the group to share any new business.

Meeting was adjourned at 10:45 a.m. *Respectfully submitted by Jillian Patch*