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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: | 02/19/2021 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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| Attendees |
| Arenthia Herren (Chair) |
| Douglas Magomo |
| Leslie Bartley |
| Brian Page |
| Sara Dustin |
| Jennifer Summary |
| Di Xue |
| Jillian Patch |

# Minutes

**Agenda Item 1:** Minutes Approval  **Presenter:** all committee members

1. The committee members approved the minutes from the last meeting.

**Agenda Item 2:** OER and the Bookstore  **Presenter:** all committee members

1. The committee members approved the proposed language: “This course uses no-cost textbooks and materials (OER). Please see Canvas/your instructor for details.” This will be presented to Follet to be used by the bookstore.
2. Universal Textbook Adoption Form
   1. Arenthia shared with the committee that the Universal Textbook Adoption Form might not be necessary to create. Brian confirmed that faculty can select the use of OER material when they order materials through Follett. It will need to be confirmed that FSW can gain access to these Follet reports. The committee also discussed reaching out to staff assistance in the different departments to confirm how faculty utilize the Follet form.

**Action Item:** Reach out to staff assistance to determine how faculty use the Follet form.

**Person Responsible:** Arenthia Herren

**Due Date:** February 26, 2021

**Agenda Item 3:** Open Education Week Plans  **Presenter:** Arenthia Herren

1. The participants of the roundtable adopting OER textbooks presentation discussed the details of their presentation.
   1. The group settled on Tuesday March 2nd, from 10:00 AM to 11:00 AM as the date of the presentation.
   2. Jennifer Summary volunteered to serve as discussion leader for the presentation
   3. The committee also discussed what points Jennifer she should bring up for the panel to discuss if there is a pause in audience questions. These points include:
      1. Success and challenges encountered when using OER materials
      2. Surprises the faculty members have experienced when using OER materials
      3. The process and timeline of switching to OER materials.
   4. Arenthia asked the participants of the roundtable to send the TLC their bios by Wednesday February 24th.
   5. Arenthia will also be sending a description of the roundtable to the TLC.
2. Arenthia gave a brief description of her proposed presentation for Open Ed week, which will teach faculty how best to use creative commons licenses in the creation and remixing of OER materials. She will be sending the proposed description and date to the TLC.
3. The committee moved to postpone creating the videos for Open Ed Week and creating them during the Fall for next Open Ed week. Arenthia might record one personal recording to introduce Open Ed Week this year.

**Action Item:** Send personal bios to the TLC for the Open Ed Week presentation

**Person Responsible:** OER Textbook Presentation Participants

**Due Date:** Wednesday, February 24, 2021

**Action Item:** Send the description and details of the Open Ed Week Presentations to the TLC

**Person Responsible:** Arenthia Herren

**Due Date:** Wednesday, February 24, 2021

**Agenda Item 4:** Evaluating OER - Readability **Presenter:** Tom Donaldson

1. This agenda item has been postponed till the next meeting.

**Agenda Item 5:** New Business? **Presenter:** all committee members

1. Arenthia told the committee that the University of Pennsylvania is hosting public online events for Open Ed Week, which could also be advertised to FSW faculty.
2. The committee discussed tactics that might be used to help departments adopt OER for their courses. These ideas included:
   1. Creating Canvas courses that act as department repositories of various OER materials for adjuncts to use.
   2. Encouraging whole departments to work together to create their own OER Textbook for a high enrollment course.
      1. Arenthia shared that there might be funding options for the creation department OER materials.

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