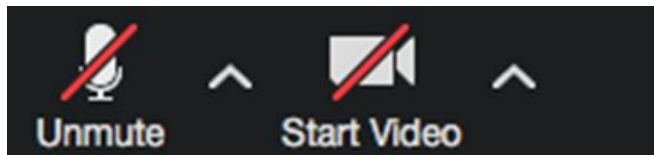# Welcome!

- On behalf of the ASCCC OERI, we are pleased to have you here with us for "Developing a Comprehensive and Realistic Request for Proposal (RFP) Action Plan"
- If you are not already muted, please mute yourself upon arrival. As this is set up as a meeting, we will be able to have an actual discussion – but we need all those who are not speaking to be muted.
- Please use the "chat" feature to share your questions.

Unmute   Start Video

To: Everyone ▾

Welcome to the chat!

Your Presenters and Chat Managers

- Shagun Kaur
  - Project Facilitator, ASCCC OERI
  - Communication Studies Faculty, De Anza College

- Suzanne Wakim
  - Project Facilitator, ASCCC OERI
  - Biology Faculty, Butte College

Image by Jamie Street on Unsplash

Our Focus Today

The "Action Plan" is an important part of your proposal.

- What does a comprehensive plan look like?
- How do you ensure that your plan is realistic?
- What is the OERI looking for in the Action Plan when reviewing proposals?

Join us for an in-depth consideration of the Action Plan, with an emphasis on the importance of deadlines and deliverables as a critical component of a successful proposal and project. Questions are welcomed and encouraged.

Rubric Element - C.4/C.5

1. A Feasible Action Plan is worth 10 pts (~20% final score)

2. "Interim and final project plans are fully developed"

Understand the Timeline
Spring 23

- Awards announced by Friday, March 10, 2023
  - Meet with Project Facilitators and OERI staff
  - Coordinate with team members on paperwork and training
- March 31, 2023 - Initial check-in and defining of deliverables and budget.
- April 28, 2023 - Initial team meeting.
  - Ensuring the team is clear on deliverables and work
- May 12, 2023 – Completion of all award paperwork by all team members.
- May 31, 2023 – OER Basics and Accessibility Course completion.

Understand the Timeline
March - May

- Establish shared goals and vision

- Anticipate technological needs and training needs

- Establish Style Guide and Templates

- Set up the groundwork - OER maps, audits etc.

- Establish timelines and check ins

- Set up communication channels and process

- Where, when, and how collaboration will occur specified in detail.

Understand the Timeline Summer 23

August 21, 2023 – 1ˢᵗ check-in product (*30% completion; the 30% product must include a sampling of your final product that can be reviewed for accessibility and used as a template moving forward.

- Look at individual availability.

- Summer is usually off contract period.

- Anticipate the needs of the project and the team approach.

- Set internal deadlines ahead of OERI deadlines.

Establish clear timelines for all activities

Date	Task	Assigned to	Status In Progress: IP; Complete:CP; Not Started: NS; Delayed: DE	Notes
7/1 - 7/30	**Training:** Accessibility Course	ALL	CP	
Late August	**Team Meeting 7:** Check in with all author teams	ALL	NS	
September	**Team Meeting 8:** Progress check in with all author teams [25% completion expected]	ALL	CP	
10/18	**FIRST CHECK IN:** Work Done so far [By Nov - 50% expected]	Project Facilitator	IP	
10/25	**Team Meeting 8:** Feedback by peers on content.	Co-Leads and ALL	NS	
11/15	Review of intial chapter drafts due. C-ID authors submit their drafts	ALL	IP	
11/15	**Office hour:** Author Check in/Troubleshooting	Faclitator and Co-Leads	DE	
Late November	Author teams run preliminary content checks with culture authors. Integration and modification of images; C-ID content [50% completion expected]	ALL	DE	
12/6	**Team Meeting 9:** Progress check in with all author teams	Co-Leads and ALL	CP	
12/7	Check-in with C-ID authors. Drafts and feedback reviewed. Next steps decided	Kim and Facilitator	CP	
December/January	**SECOND CHECK IN:** Attributions/Licensing	Project Facilitator	CP	
12/20	Chapter authors to give feedback to C-ID authors on draft	ALL	CP	Some C-ID content is still being written. Update 2/20-All reviews done

Comprehensive Action Plan
Understand the Timeline - 2nd Check in

October 30, 2023 – 2nd check-in product

(*60% completion)

- Anticipate the demands of the semester system.

- Set time for internal reviews and checks.

- Edit and check for accessibility as your write and design.

- Build in redundancies and backups.

Image by Hansuan Fabregas on Pixabay

Person	Task		Hours budgeted	Chapter	Deadline
		13764	229.4		
AM	Revise 1.1 + page summary		2	1	6/1
AM	Draft chapter summary and SLOs		0.5	1	6/1
EM	Reviews 1.1 + page summary + chapter summary and SLOs		0.66	1	6/15
AM	Finalize 1.1		0.24	1	7/1
EM	Copyedit 1.1		0.16	1	7/20
EM	Copyedit chapter and page summaries and SLOs		0.16	1	7/20
AS	Write a new 1.2 on slow thinking and biases + page summary		5	1	6/1
AM	Reviews new 1.2 + page summary		0.33	1	6/15
AS	Finalizes 1.2 + page summary		0.24	1	7/1
EM	Copyedit 1.2		0.16	1	7/20
AM	Draft adapted sections on annotation, brainstorming, outlines, drafts, feedback, and revision		12	Writing process	7/20
DM	Draft chapter and page summaries and SLOs		0.5	Writing process	8/16
DM	Review adapted sections		1.98	Writing process	8/16
EM	Copyedit chapter and page summaries and SLOs		0.16	Writing process	9/24
AM	Finalize new sections on writing process as well as summaries and SLOs		1.44	Writing process	9/3
EM	Copyedit 6 new sections on writing process		0.96	Writing process	9/24
RH	7-question quiz on the writing process chapter		3	Writing process	8/16
AM	Reviews the writing process chapter quiz		0.33	Writing process	9/3
RH	Finalize the writing process chapter quiz		0.24	Writing process	9/24
CS	Copyedit the writing process chapter quiz		0.16	Writing process	10/12
RH	Select and annotate the best OER materials on thesis statements, topic sentences, paragraph building, a		3	Organization	7/1
AM	Draft new sections on thesis statements, topic sentences, paragraph building, and quoting		10	Organization	7/20
EM	Draft page and chapter summaries and SLOs for the essay organization chapter		0.5	Organization	8/16
EM	Review new sections on thesis statements, topic sentences, paragraph building, and quoting		1.32	Organization	8/16
AM	Finalize the new organization chapter sections		0.96	Organization	9/3
CS	Copyedit the new organization chapters sections, summaries, and SLOs		0.8	Organization	9/24
AM	Revise the "Connecting one idea to the next" section to include shell nouns		2	Organization	7/20
RH	Review the revised "Connecting one idea to the next"		0.33	Organization	8/16
AM	Finalize the "Connecting one idea to the next" section		0.24	Organization	9/3
CS	Copyedit the "Connecting one idea to the next" section	0.16		Organization	9/24
DA	7-question quiz on the essay organization chapter		3	Organization	8/16

Plan: Holistically and individually

Understand the Timeline
3rd Check in

- January 8, 2024 – 3rd check-in product (*80% completion)
- February 19, 2024 – Product ready for distribution to reviewers.
  - March - External Reviewers
  - April - Work on review
- May 13, 2024 - All revisions completed

Photo by Jamie Street on Unsplash

Action Plan - What's Missing?

- Product - seven new chapters to accompany an Openstax text.

- All materials will be posted in LibreTexts by lead faculty member.

- June: Module authors identified. First meeting with module authors to clarify structure of modules and authoring timeline.

- July – August: Authors prepare chapter drafts posted in LibreTexts. Consultation with coordinators continues through conference calls.

- September: Complete first draft of chapters submitted for review by coordinators and internal peer reviewers. (**mid-project deadline and deliverable?**)

- October – Authors respond to reviewer suggestions….

- Determine platform for OER book
- May 6, 2022:
    - Complete draft of introduction section of each chapter (2-3 pages) & share with team (Google Docs)
    - Authors will organize 5-10 sources and begin research process to support writing their chapters
    - Schedule training for LibreText over the summer (or other OER text platform – to be decided in April – for purposes of this proposal, Libretext will be named as a placeholder in the action plan until the official platform for the project is determined)
- July 1, 2022:
    - Complete an estimated ½ of each chapter (8-10 pages) – submit on Libretext
    - Team will discuss clear outline of how members will leave comments and edit (ie. color code)
- July 29, 2022:
    - Lead reviews entire submission on Libretext, edits/reviews for cohesion, accessible language, etc.
- August 15, 2022 - 1st check-in product (*25% completion; the 25% product must include a sampling of your final product that can be reviewed for accessibility and used as a template moving forward. The 25% product must be available for review in the platform in which it will ultimately be housed.) (narrative)
    - Half of all chapters (reviewed by lead) will be uploaded to Libretext by authors to be reviewed by OERI for accessibility
    - Authors will begin work on last ½ of their chapters
    - Team members will create a plan for meeting and collaborating until the Oct 7 deadline for completed chapters

General Guidance

- Ensure all elements of your submission are consistent – e.g., team, project description, budget, action plan

- Have someone else review

- Remember that readers are unlikely to be discipline faculty

- <u>Sample Action and Budget Plans from RFP II</u>

Questions