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.
Developing a Comprehensive and Realistic Request for Proposal (RFP) Action Plan

ASCCC 2023 Request for Proposals
Your Presenters and Chat Managers

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  • Project Facilitator, ASCCC OERI
  • Biology Faculty, Butte College

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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”

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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Assigned to</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1 - 7/30</td>
<td>Training: Accessibility Course</td>
<td>ALL</td>
<td>CP</td>
<td></td>
</tr>
<tr>
<td>Late August</td>
<td>Team Meeting 7: Check in with all author teams</td>
<td>ALL</td>
<td>NS</td>
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<tr>
<td>September</td>
<td>Team Meeting 8: Progress check in with all author teams [25% completion expected]</td>
<td>ALL</td>
<td>CP</td>
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<tr>
<td>10/18</td>
<td>FIRST CHECK IN: Work Done so far (By Nov - 50% expected)</td>
<td>Project Facilitator</td>
<td>IP</td>
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<tr>
<td>10/25</td>
<td>Team Meeting 8: Feedback by peers on content.</td>
<td>Co-Leads and ALL</td>
<td>NS</td>
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<tr>
<td>11/15</td>
<td>Review of initial chapter drafts due. C-ID authors submit their drafts</td>
<td>ALL</td>
<td>IP</td>
<td></td>
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<tr>
<td>11/15</td>
<td>Office hour: Author Check in/Troubleshooting</td>
<td>Facilitator and Co-Leads</td>
<td>DE</td>
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<tr>
<td>Late November</td>
<td>Author teams run preliminary content checks with culture authors.</td>
<td>ALL</td>
<td>DE</td>
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<tr>
<td>12/6</td>
<td>Team Meeting 9: Progress check in with all author teams</td>
<td>Co-Leads and ALL</td>
<td>CP</td>
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<tr>
<td>12/7</td>
<td>Check-in with C-ID authors: Drafts and feedback reviewed. Next steps decided</td>
<td>Kim and Facilitator</td>
<td>CP</td>
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<tr>
<td>December/January</td>
<td>SECOND CHECK IN: Attributions/Licensing</td>
<td>Project Facilitator</td>
<td>CP</td>
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<tr>
<td>12/20</td>
<td>Chapter authors to give feedback to C-ID authors on draft</td>
<td>ALL</td>
<td>CP</td>
<td>Some C-ID content is still being written. Update 2/20: All reviews done</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Person</th>
<th>Task</th>
<th>Hours budgeted</th>
<th>Chapter</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>AM</td>
<td>Review 1.1 + page summary</td>
<td>2</td>
<td>1</td>
<td>6/1</td>
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<tr>
<td>AM</td>
<td>Draft chapter summary and SLOs</td>
<td>0.5</td>
<td>1</td>
<td>6/1</td>
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<tr>
<td>EM</td>
<td>Reviews 1.1 + page summary + chapter summary and SLOs</td>
<td>0.66</td>
<td>1</td>
<td>6/15</td>
</tr>
<tr>
<td>AM</td>
<td>Finalize 1.1</td>
<td>0.24</td>
<td>1</td>
<td>7/1</td>
</tr>
<tr>
<td>EM</td>
<td>Copyedit 1.1</td>
<td>0.16</td>
<td>1</td>
<td>7/20</td>
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<tr>
<td>EM</td>
<td>Copyedit chapter and page summaries and SLOs</td>
<td>0.16</td>
<td>1</td>
<td>7/20</td>
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<tr>
<td>AS</td>
<td>Write a new 1.2 on slow thinking and biases + page summary</td>
<td>5</td>
<td>1</td>
<td>6/1</td>
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<tr>
<td>AM</td>
<td>Reviews new 1.2 + page summary</td>
<td>0.33</td>
<td>1</td>
<td>6/15</td>
</tr>
<tr>
<td>AM</td>
<td>Finalizes 1.2 + page summary</td>
<td>0.24</td>
<td>1</td>
<td>7/1</td>
</tr>
<tr>
<td>EM</td>
<td>Copyedit 1.2</td>
<td>0.16</td>
<td>1</td>
<td>7/20</td>
</tr>
<tr>
<td>AM</td>
<td>Draft adapted sections on annotation, brainstorming, outlines, drafts, feedback, and revision</td>
<td>12 Writing process</td>
<td>12 Writing process</td>
<td>7/20</td>
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<tr>
<td>AM</td>
<td>Finalize new sections on writing process as well as summaries and SLOs</td>
<td>1.44 Writing process</td>
<td>1.44 Writing process</td>
<td>9/3</td>
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<tr>
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<td>Copyedit 6 new sections on writing process</td>
<td>0.96</td>
<td>1</td>
<td>9/24</td>
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<td>RH</td>
<td>7-question quiz on the writing process chapter</td>
<td>3</td>
<td>1</td>
<td>8/16</td>
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<td>AM</td>
<td>Reviews the writing process chapter quiz</td>
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<td>1</td>
<td>9/3</td>
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<tr>
<td>RH</td>
<td>Finalize the writing process chapter quiz</td>
<td>0.24</td>
<td>1</td>
<td>9/24</td>
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<td>Copyedit the writing process chapter quiz</td>
<td>0.16</td>
<td>1</td>
<td>10/12</td>
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<tr>
<td>RH</td>
<td>Select and annotate the best OER materials on thesis statements, topic sentences, paragraph building, and quoting</td>
<td>3 Organization</td>
<td>3 Organization</td>
<td>7/1</td>
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<tr>
<td>AM</td>
<td>Draft new sections on thesis statements, topic sentences, paragraph building, and quoting</td>
<td>10 Organization</td>
<td>10 Organization</td>
<td>7/20</td>
</tr>
<tr>
<td>EM</td>
<td>Draft page and chapter summaries and SLOs for the essay organization chapter</td>
<td>0.5 Organization</td>
<td>0.5 Organization</td>
<td>8/16</td>
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<tr>
<td>EM</td>
<td>Review new sections on thesis statements, topic sentences, paragraph building, and quoting</td>
<td>1.32 Organization</td>
<td>1.32 Organization</td>
<td>8/16</td>
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<tr>
<td>AM</td>
<td>Finalize the new organization chapter sections</td>
<td>0.96</td>
<td>1</td>
<td>9/3</td>
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<tr>
<td>CS</td>
<td>Copyedit the new organization chapters sections, summaries, and SLOs</td>
<td>0.8</td>
<td>1</td>
<td>9/24</td>
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<tr>
<td>AM</td>
<td>Revises the &quot;Connecting one idea to the next&quot; section to include shell nouns</td>
<td>0.16</td>
<td>0.16</td>
<td></td>
</tr>
</tbody>
</table>

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
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

• Sample Action and Budget Plans from RFP II
Questions