

# Welcome!

- On behalf of the ASCCC OERI, we are pleased to have you here with us for “What does it mean to be an OERI Request for Proposals (RFP) Lead”
- If you are not already muted, please press the “mute” button 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 note that you are encouraged to use the Zoom “chat” feature for questions and comments.
- **This event will be recorded.** Archives of all ASCCC OERI events are available at [asccc-oeri.org](https://asccc-oeri.org) > Webinars and Events

# Description

The OERI's RFP process requires the formation of a collaborative team to develop OER. This team of faculty is led by an RFP Lead and supported by an OERI Project Facilitator. After identifying your team, developing your proposal, and obtaining funding, how do you manage the RFP Lead responsibilities? Join us to learn about the OERI's expectations of RFP Leads. and to receive answers to all your questions.

# 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](#)

# Rubric Element

1. Collaboration is worth 10 pts (~20% final score)
2. “Active Collaboration is evident and on-going, engaging multiple team members in all development phases”

Successful collaborative projects take careful planning

---



# Effective Practices

1. Readiness Assessment and Potential Partners
2. Shared Vision
3. Staying Connected

# Step 1

Readiness

Assessment and

Potential Partners

- A. Identify all collaborators
- B. Outline of project
  - Who does what
- C. What is needed by the project:
  - Creating content
  - Internal Reviews
  - Attributions & Accessibility

# Sample - Deliverables and Work-plan

---

<b>Component</b>	<b>Author</b>	<b>Due Date</b>	<b>Reviewer</b>	<b>Due Date</b>
Chapter 1 text	Mona	Draft - January 31 Revised - March 1	Carol	February 15
Chapter 1 ancillaries	Mona	Draft - January 31 Revised - March 1	Lia	February 15
Chapter 2 text	Bassam	Draft - January 31 Revised - March 1	Mona	February 15
Chapter 2 ancillaries	Lia	Draft - February 15 Revised - March 15	Carol	February 28



# Detailed Timeline & Tracking

Chapter	Author/Editor Name	Original Content [if any]	Needs Modification (M) Editing (E) Additional Content (A)	Completion status (First Draft/Ready for Review/Accessibility Check/Final Draft)
<b>Interim Product Due date:</b>				
Chapter 1: What Is an Information System?				
Chapter 2: Hardware				
Chapter 3: Software				
Chapter 4: Data and Databases				
Chapter 5: Networking and Communication				
Chapter 6: Information Systems Security				
Chapter 7: Does IT Matter?				
<b>Final Product Due Date:</b>				
Author/Editor Name	Original Content [if any]	Needs Modification (M) Editing (E) Additional Content (A)	Completion status	
Chapter 8: Business Processes				
Chapter 9: People in Information Systems				
Chapter 10: Information Systems Development				
Chapter 11: Globalization and the Digital Divide				
Chapter 12: The Ethical and Legal Implications of Information Systems				
<b>Other sections - finishing work</b>				
TOC and outline				
Submit to Libretext updates images for the book				
Study Questions				
This work was adapted from Simple Team Schedule by <a href="#">Pham, Ly-Huong .T.</a> licensed under a <a href="#">CC BY NC 4.0. International license.</a>				



This version by Shagun Kaur, ASCCC OERI

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, and quoting	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

RFP3 Project by [Anna Mills](#) is licensed CC BY-NC 4.0

# Step 2

Shared Vision

- A. Shared Resources
- B. Tracking Resources
- C. Develop a Template



Training



Archive - For Facilitator and...



Team Meeting-Notes & Slid...



Chapter Outlines



Chapter Drafts

## Files

### View Descriptor

Interpersonal Communication

Name:

Author:

Version:

ISBN:

ISBN-10:

ISBN-13:

Keywords:

Copyright:

License:

Permissions:

C-ID - Descriptor

Contact Information for Tea...

Author	Chapter	Section	Version	Created	Updated	Access
Interpersonal Communication	1	1.1	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.2	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.3	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.4	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.5	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.6	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.7	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.8	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.9	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.10	1.0	2023-01-01	2023-01-01	Public

Content Map + Authors [10...

Author	Chapter	Section	Version	Created	Updated	Access
Interpersonal Communication	1	1.1	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.2	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.3	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.4	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.5	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.6	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.7	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.8	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.9	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.10	1.0	2023-01-01	2023-01-01	Public

Final Chapter Order

### Style Guide for the Interpersonal Communication OER Book

#### Writing Style

- **Parallelism** - Standard writing involves clauses connecting with one another in some form of pair.
- **Expository** - Expository writing involves the description and explanation of ideas, individuals, people, things, etc.
- **Abstract** - often some description but appears in that descriptor to provide a more in-depth analysis of the topic at hand.
- **Connotation of abstract?**

#### First Person

Firstperson in the first perspective

#### Tense in writing

Standard writing generally concerns autobiographical research. In such a case, some options can include to make the date of the research part of the writing. You have

Style Checklist

Interpersonal OER Authors: Please add any mandatory terms you follow along with the descriptors to the list of interpersonal order. If the term is already here, list the year after it so there might be 2 or 3 or 4 editions of "Gather" for example.

Interpersonal OER Definitio...

Author	Chapter	Section	Version	Created	Updated	Access
Interpersonal Communication	1	1.1	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.2	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.3	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.4	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.5	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.6	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.7	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.8	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.9	1.0	2023-01-01	2023-01-01	Public
Interpersonal Communication	1	1.10	1.0	2023-01-01	2023-01-01	Public

Timeline and Tasks- Interpe...

Project Planning by [Shagun Kaur](#) is licensed [CC BY 4.0](#)

# Shared Resource Folder

Planning, resources, timelines, chapter drafts, reviews, etc

# Organize and Track All Resources

	A	B	C	D	E	F	G
1	Topic	Resource Type (Image, Video, Word File, PDF, etc.)	Resource Name	Resource License	Link to resource	notes	accessibility check
2	Evolutionary Theories in Psychology by David Buss	Text module/chapter web page	Noba	CC BY-NC-SA	<a href="https://nobaproject.com/text/books/psychology-as-a-biological-science/modules/evolutionary-theories-in-psychology">https://nobaproject.com/text/books/psychology-as-a-biological-science/modules/evolutionary-theories-in-psychology</a>	Part of an existing Open Access Noba text titled Psychology as a Biological Science	
3	Human Genetics	Text module/chapter web page	OER Commons	CC BY	<a href="https://www.oercommons.org/courseware/lesson/15304/overview">https://www.oercommons.org/courseware/lesson/15304/overview</a>	Module which is part of an existing OER text for General/Introductory Psychology	
4	Genetics and Behavior	Text module web page	Lumen/Boundless Psychology	CC BY-SA	<a href="https://courses.lumenlearning.com/boundless-psychology/chapter/genetics-and-behavior/#:~:text=Behavioral%20genetics%20studies%20heritability%20of,%2C%20growing%2C%20and%20development%20occurs.">https://courses.lumenlearning.com/boundless-psychology/chapter/genetics-and-behavior/#:~:text=Behavioral%20genetics%20studies%20heritability%20of,%2C%20growing%2C%20and%20development%20occurs.</a>	Module for Introductory Psychology	

Sample Tracker

# Template

- Develop a style guide
- Identify breadth and depth of content

Style Guide by [Ly Pham](#) is licensed [CC BY 4.0](#).

## Style Guide Recommendations for #229 Textbook Project

Taken with permission from [Ly-Huong Pham](#) and is licensed under a [Creative Commons Attribution 4.0 International License](#).

### Table of Contents

[Basic Book Chapter Structure](#)

[Citations:](#)

[Font:](#)

[Headings:](#)

[Bullets and Numbering:](#)

[Bold, underline, italics:](#)

[Highlight or colored text:](#)

[Headers, footers and page numbers:](#)

---

### Basic Book Chapter Structure:

- Chapter Title
- Learning Objectives
  - 5 is the default, 7 is max
- Introduction/Overview
  - About 300-500 words
- Content
  - Sidebar: use for definition only for now, if new use comes up then we can discuss again. Renee will look into ideas how to visually present the sidebar like a pop up or something (dependent on Libretex functionality).
  - Include images with alt text or captions, or image placeholders
    - Include image citation information/link to source
- Summary
- Review/discussion questions
  - 5 to 10 review questions per chapter
- Exercises

# Step 3: Staying Connected

- A. Set up regular, synchronous meetings
  - At least each month (more often is better)
  - Have a clear agenda and notes/minutes for each meeting (put in group folder)
- B. Additional communication strategies
  - Email
  - Slack, Teams, etc.

# Summary

## 1. Readiness Assessment and Potential Partners

- Identify each person's scope of work
- Detailed timeline and tracking strategy for each person

## 2. Shared Vision

- Create a shared resource folder
- Organize and keep track of all resources used
- Work as a team to create a cohesive product

## 3. Staying Connected

- Schedule regular meetings with the team



# Questions and Answers



Toshi the black pug by Charles Deluvio on Unsplash

More Information or to Contact Us:

[ASCCC OERI Website](https://asccc-oeri.org) ([asccc-oeri.org](https://asccc-oeri.org))

- Resources
- Webinars and Events

[ASCCC OER E-Mail](mailto:oeri@asccc.org) ([oeri@asccc.org](mailto:oeri@asccc.org))