



ASCCC OERI Collaborative Project Facilitation

Roles

OERI FACILITATOR

The OERI Facilitator provides planning support to the collaborative team during the planning phase of the project. On-going facilitation is also available by contract. The responsibilities of the OERI Facilitator include:

- Providing OER creation and project management templates.
- Providing training as appropriate.
- Assisting with finalizing deliverables and setting realistic timelines and benchmarks.

OERI PROGRAM MANAGER

The OERI Program Manager is responsible for tracking the project planning process, reporting to the California Community Chancellor's Office, and providing colleges with the information to request the remaining ZTC Acceleration Grant funding. General questions about Collaboration Cohort work should be direct to the OERI via the [OERI's general email](mailto:oeri@asccc.org) (oeri@asccc.org).

COLLABORATIVE PROJECT LEAD

The OERI recommends all collaborative efforts identify at least one project lead who will take on the role of project management throughout the OER development period. The Collaborative Project Lead is responsible for coordinating meetings and tracking progress towards benchmarks.

COLLABORATIVE PROJECT TEAM MEMBER

Collaborators are responsible for their assigned portions of the project and communicating progress to the Project Lead. Collaborators should also engage with the OERI Facilitator to determine the deliverables, timelines, and benchmarks during the planning process.

Process

All projects will receive a "Project Overview" document from the OERI where project details will be listed.

STEP 1 – PROJECT DESCRIPTION

The project team and OERI Facilitator should communicate (asynchronously or synchronously) regarding the scope and intent of the project. Some guiding questions include:

- What type of resource(s) will the team develop? (text, homework, quizzes, etc.)
- Will you be revising or remixing existing OER or starting from scratch?

- If you are revising existing OER, what changes need to be made?
- What OER creation platform are you planning to use?
- Do you need any training? (Licensing, accessibility, platform-specific training, etc.)

STEP 2 – PROJECT DELIVERABLES

The project team and OERI Facilitator should communicate (asynchronously or synchronously) about the specific deliverables for the project. In addition to quantifying the deliverables, we recommend creating [a style guide](#) for your project to ensure that all sections are comparable. Some guiding questions include:

Textbook

- How many chapters will the text have?
- How many sections per chapter?
- How many pages should each section/chapter be?
- Will there be key terms? Objectives?
- Will there be end of chapter questions?

Ancillaries

- Will the ancillaries align with a specific text?
- What specific types of ancillaries will be developed?
- How many of each ancillary type will be produced per chapter?

STEP 3 – TIMELINE AND BENCHMARKS

The project team and OERI Facilitator should communicate (asynchronously or synchronously) about the project timeline and benchmarks. Some guiding questions include:

- When would you like the completed project to be ready for adoption?
- Will you build in a peer review process?
- Will you have an accessibility expert review the project?
- What benchmarks make most sense for this project?

STEP 4 – PLAN SUBMISSION TO THE OERI

After the project's description, deliverables, timelines, and benchmarks are finalized the team should submit their Project Overview to their OERI Project Facilitator and the OERI Project Manager. Their plan will be reviewed and the project description will be shared with all cohort members so they are aware of the project.

The OERI Program Manager will provide all collaborators with information on how to request their remaining funds from the California Community Colleges Chancellor's Office.

STEP 5 – REQUESTING REMAINING FUNDING

The submission form will require the following information:

- Plan to convert the pathway
- Updated budget

- Each college is responsible for developing a revised budget for their ZTC pathway to account for the collaborative work. Your budget should include the piece of the project that faculty at your institute are responsible for and the associated compensation for the involved faculty.
 - Collaborative Projects that desire ongoing OERI facilitation can incorporate funds for this work into their budgets. Projects seeking this support should discuss their needs with their OERI Facilitator to determine how much to budget.
- Description of how the \$25K for the Collaboration Cohort work was spent.