6/14/2023

Open Education Course Marking Grant

COURSE MARKING RETREAT

Workbook

Course marking, or tagging courses that utilize OER, low-cost, or other no-cost course materials provide students with the power and agency to make informed decisions at the time of registration based on their own financial situations and helps to amplify redistributive justice, making sure all students have the required materials they need to succeed on the first day of class.

About NEBHE

The New England Board of Higher Education (NEBHE), located in Boston, Massachusetts, is a non-profit organization that works to advance equitable postsecondary outcomes through convening, research and programs for students, institution leaders and policymakers. NEBHE's vision is that everyone in New England will have lifelong access to affordable, high-value postsecondary education. We work closely with our peers from the three other regional compacts under the National Consortium for Open Educational Resources.

This workbook was created to support our independent institutions participating in our open education course marking grant. It's shared under a Creative Commons Attribution 4.0 International license (CC BY 4.0).

SPEAKER BIOS

Marcel Raisbeck is a Junior in the Social Thought and Political Economy (STPEC) program and the Developmental Disabilities and Human Services (DDHS) Letter of Specialization at the University of Massachusetts, Amherst. His work at Middlesex Community College from 2015-2021 included serving as a Supplemental Instructor, a Student OER Ambassador, and doing non-paid peer support work. At his current institution, Marcel's advocacy work specializes in the intersection between ableism/disablism and other injustices. OER has been a common thread for advocacy through his entire educational career, as non-open educational materials are less accessible, less inclusive, and often incur additional costs for Disabled students to get audio, braille, or digital copies. Outside the classroom, you can find Marcel on a date with his partner, hanging out with friends at the Dining Commons, or playing Minecraft.

Kevin Corcoran is the Associate Vice President of Digital Learning for the Connecticut State Colleges & Universities System. Kevin is responsible for the development and support of system-wide strategies for the effective use of digital learning tools and content that focuses on quality standards and practices, student engagement, accessibility and affordability. He currently chairs both the statewide Connecticut OER Coordinating Council and the systemwide CSCU OER Council. Kevin previously served on the Steering Committee for the Northeast OER Summit and served as chair for the DOERS3 collaborative.

Andrew McKinney, PhD is the OER Coordinator for the Office of Library Services at the City University of New York's Central Office. In this role, he helps oversee the CUNY OER Program, a $4 million a year initiative that supports, promotes, and incentivizes the use of Open Educational Resources and Zero Textbook Cost materials at all the undergraduate serving institutions of the City University of New York. Andrew is also a member of the steering committee of Driving OER for Sustainable Success (DOERS3), a collaborative of higher education systems and statewide/province wide organizations that are committed to supporting student success by promoting free, customizable open educational resources (OER). As the chair of the DOERS3 Capacity Building Working Group, he has spearheaded several projects including the DOERS3 OER Contributions Matrix, a tool to help faculty talk about their open education work in their tenure and promotion dossiers, and is currently working on a book length project to collect case studies of the inclusion of open education work in the tenure, promotion, and reappointment process. Andrew holds a PhD in Sociology from the CUNY Graduate Center and has worked or studied at CUNY in some capacity for the last 17 years.

SPEAKER BIOS

Boyoung Chae is a Policy Associate of Educational Technology and Open Education with the Washington State Board for Community & Technical Colleges (SBCTC). She completed a master's in Instructional Systems from Pennsylvania State University, and a PhD in Instructional Technology from the University of Georgia. She led the development of several state-wide OER initiatives through professional development offerings, research, and policy work. Her work is informed by a data-driven, policy-informing process. Some of the notable projects she's managed and implemented include the Open Course Library, Open Washington and OER 101, and Washington state's community college system OER/Low-Cost Labeling Policy. A few years back, with her SBCTC colleague Mark Jenkins, she co-authored an OER research report awarded the Open Education Consortium's Open Research Award for Open Education Excellence, and a book chapter for UNESCO publication (Open Educational Resources: Policy, Costs, and Transformation)

Sunyeen (Sunny) Pai is the Digital Initiatives Librarian at Kapi'olani Community College, Honolulu, Hawai'i and oversees the open computer lab, IT for Library and Learning Resources, and the testing center. She manages the college's institutional repository and develops online collections of local works by students, faculty, and the community. She supports her college, the seven community college system, and the ten-institution university system in adopting open educational resources and offering Textbook Cost Zero courses. She serves as the vice president of the Hawai'i Library Association. https://about.me/sunyeen/

Lisa Young, with thirty years of experience as faculty in higher education currently serves as the Faculty Administrator for Open Education and Innovation for the Maricopa Community Colleges Academic and Student Affairs department. Prior to this role, Dr. Young served as the Faculty Director of the Center for Teaching and Learning at Scottsdale Community College where she led efforts in eLearning, faculty development, open educational practices, and more. Dr. Young is currently serving as the Vice President of OE Global and has previously served as co-President of the Community College Consortium of Open Educational Resources (CCCOER). She is a founding member of the Maricopa Millions project and notes that open education is her professional passion.

AGENDA

Tuesday, June 13, 2022

MIT Endicott House, 80 Haven St., Dedham, MA 02026

Mansion

3:00 - 11:00 p.m.	Check in	**Lobby**
6:00 - 8:00 p.m.	Welcome reception	**Den/Terrace**

Check-in starts at 3:00 p.m. in the lobby of the mansion. Light refreshments will be served. Please feel free to relax in your room, the Center's lobby or take a walk around the beautiful grounds before joining us in the Den and Terrace at 6:00 p.m. for a welcome reception, where a cash bar of beer and wine (21+), and a wide range of hors d'oeuvres will be available.

AGENDA

Wednesday, June 14, 2022

MIT Endicott House, 80 Haven St., Dedham, MA 02026

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Mansion

8:30 - 9:30 a.m.	Room check out	**Lobby**
8:30 - 9:30 a.m.	Breakfast	**Terrace**
9:30 - 9:45 a.m.	Welcome by Lindsey Gwozdz, Open Education Fellow, NEBHE	**Living Room**
10:00 - 11:00 a.m.	Getting Started with Course Marking, a live-streamed discussion with panelists Kevin Corcoran, Andrew McKinney, and Marcel Raisbeck.	**Living Room**

Kevin Corcoran,
CSCU

Marcel Raisbeck,
Umass Amherst

Andrew McKinney,
CUNY

11:00 a.m -12:00 p.m.	Workshop: Getting Started	**Living room**

Kevin Corcoran,
CSCU

Andrew McKinney,
CUNY

12:00 - 1:00 p.m.	Lunch	**Terrace**
1:00 - 2:00 p.m.	Lessons Learned from the Field, a live-streamed discussion with panelists Boyoung Chae, Sunyeen Pai, and Lisa Young.	**Living Room**

Boyoung Chae,
Washington SBCTC

Sunyeen Pai,
Kapiʻolani CC

Lisa Young,
Maricopa CC

2:00 - 3:00 p.m.	Workshop: Communicating your efforts	**Living room**

Kevin Corcoran,
CSCU

Andrew McKinney,
CUNY
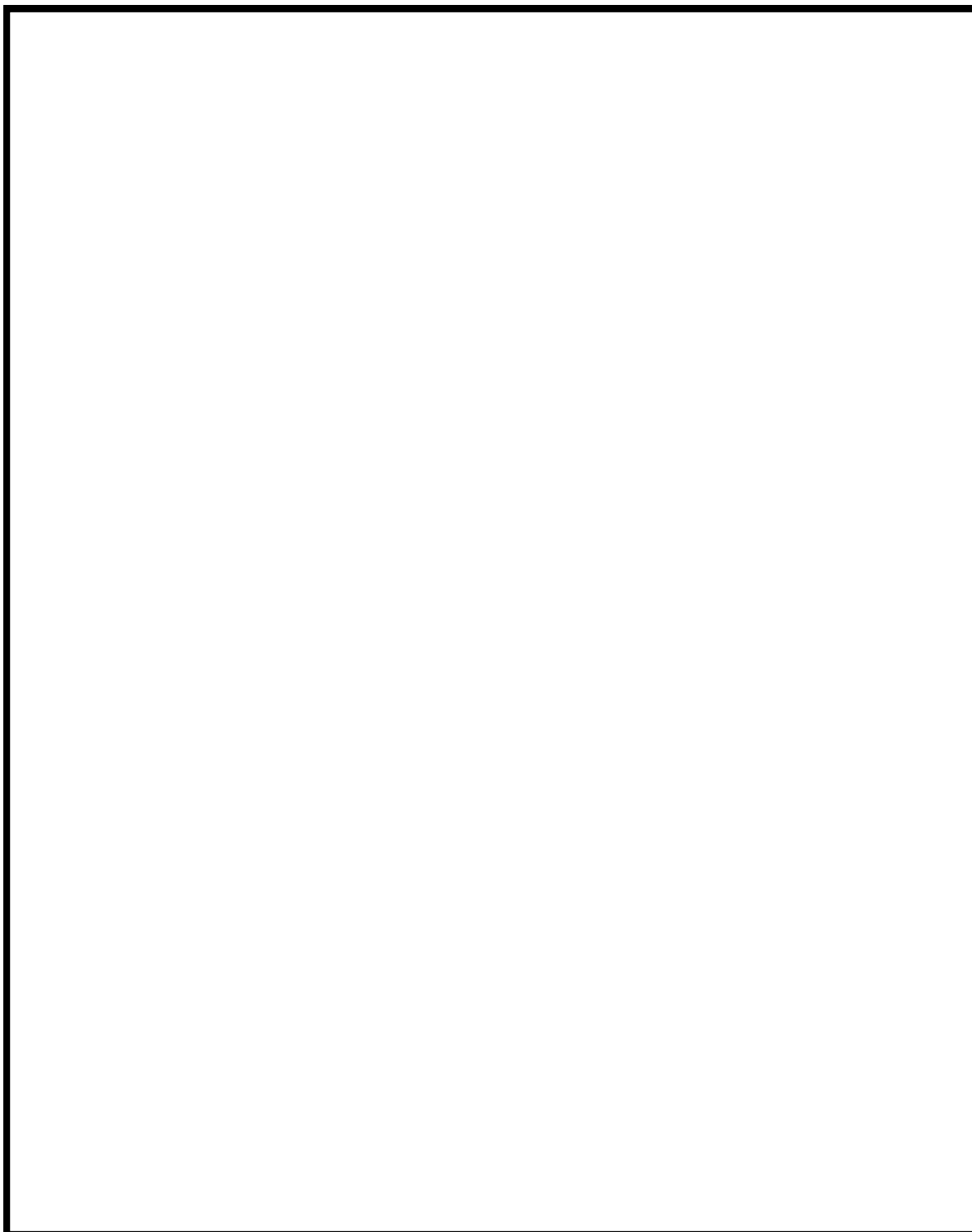
3:00 - 3:30 p.m.	Closing remarks & next steps	**Living Room**
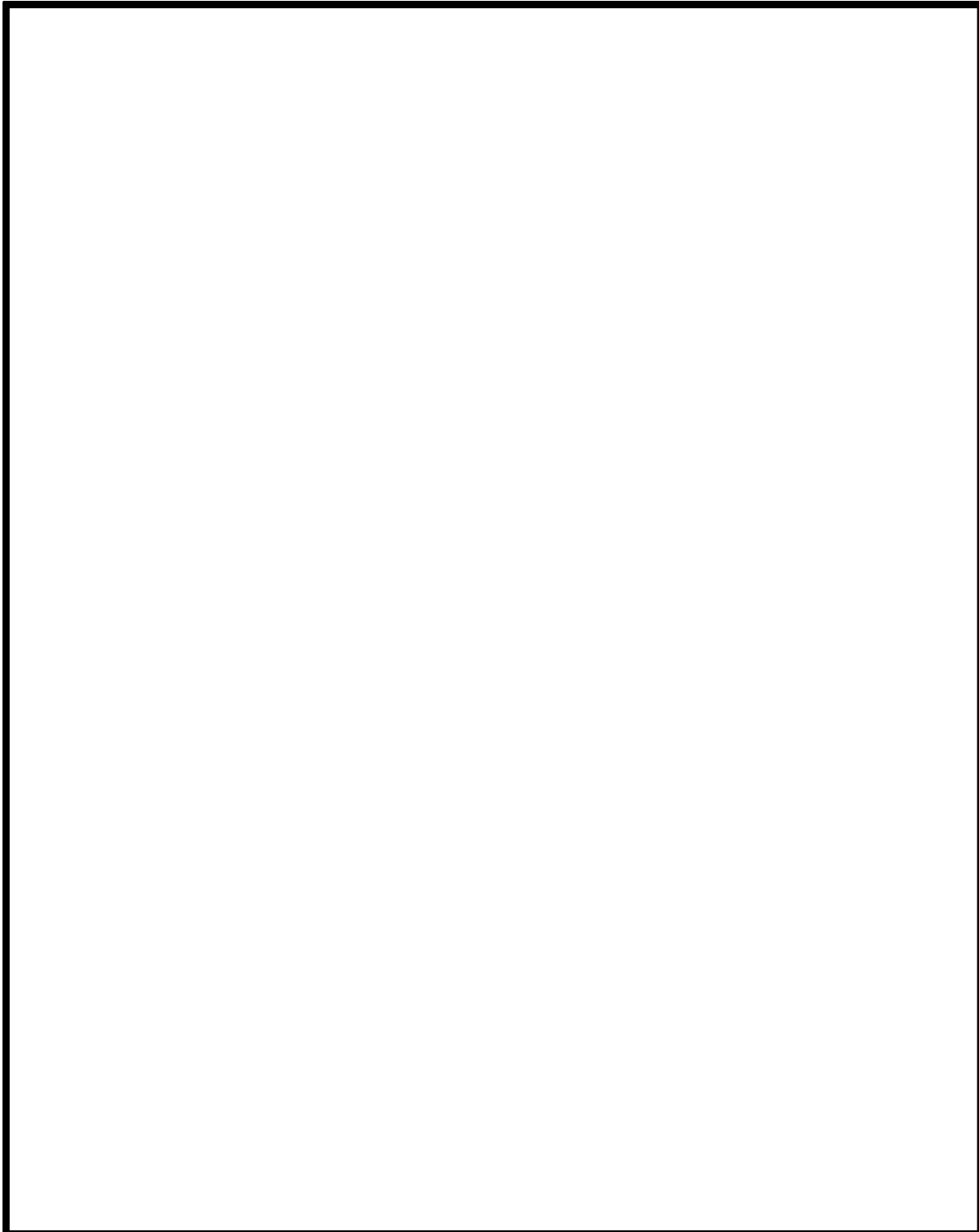
Laura Robert-Rivera,
NEBHE

Webinar Notes: Getting Started

Webinar Notes: Lessons Learned

Workshop: Getting Started

Goal: To have each team work together to make sure they're all on the same page regarding timelines, definitions, communications, etc.

Objective: After this workshop, teams will be able to

- Articulate what qualifies (and does not) as no-cost learning materials
- Establish timelines and goals for each phase of the work (summer 2023, fall 2023, and spring 2024)
- Identify how you will document your processes, challenges, and successes and create feedback loops.

Definitions

1.) You'll want to establish a unified definition that gets used in messaging to any stakeholder group on and off campus. Take this time to work as a group and spell out exactly what no-cost includes and excludes and how it will be shared as a definition.

Workshop: Getting Started

Timelines

2.) Breaking this work into phases can be helpful. Consider what the phases of each work will look like on your individual campus. As a reminder, the major grant timeline that we're working to help you achieve is to implement no-cost course marking in your institution's Spring 2024 registration process. That being said, we recognize that some institutions will be ready to move forward sooner, and we will be here to support those efforts!

Summer 2023

Fall 2023
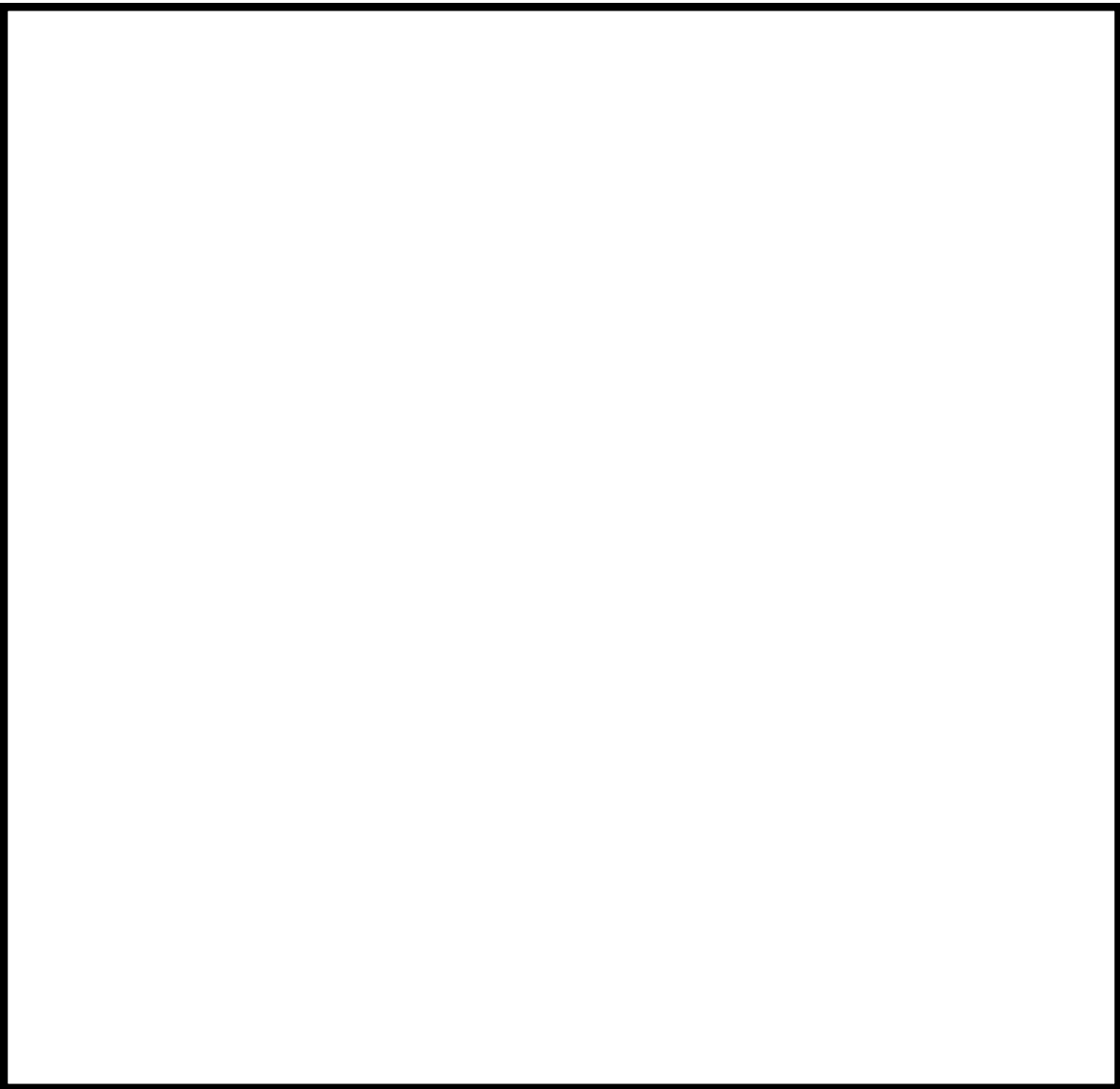
Spring 2024

Workshop: Getting Started

Documentation

3.) How will you document your processes, challenges, and successes throughout each phase of the work? How will you create feedback loops to inform what's working and what could be improved upon?
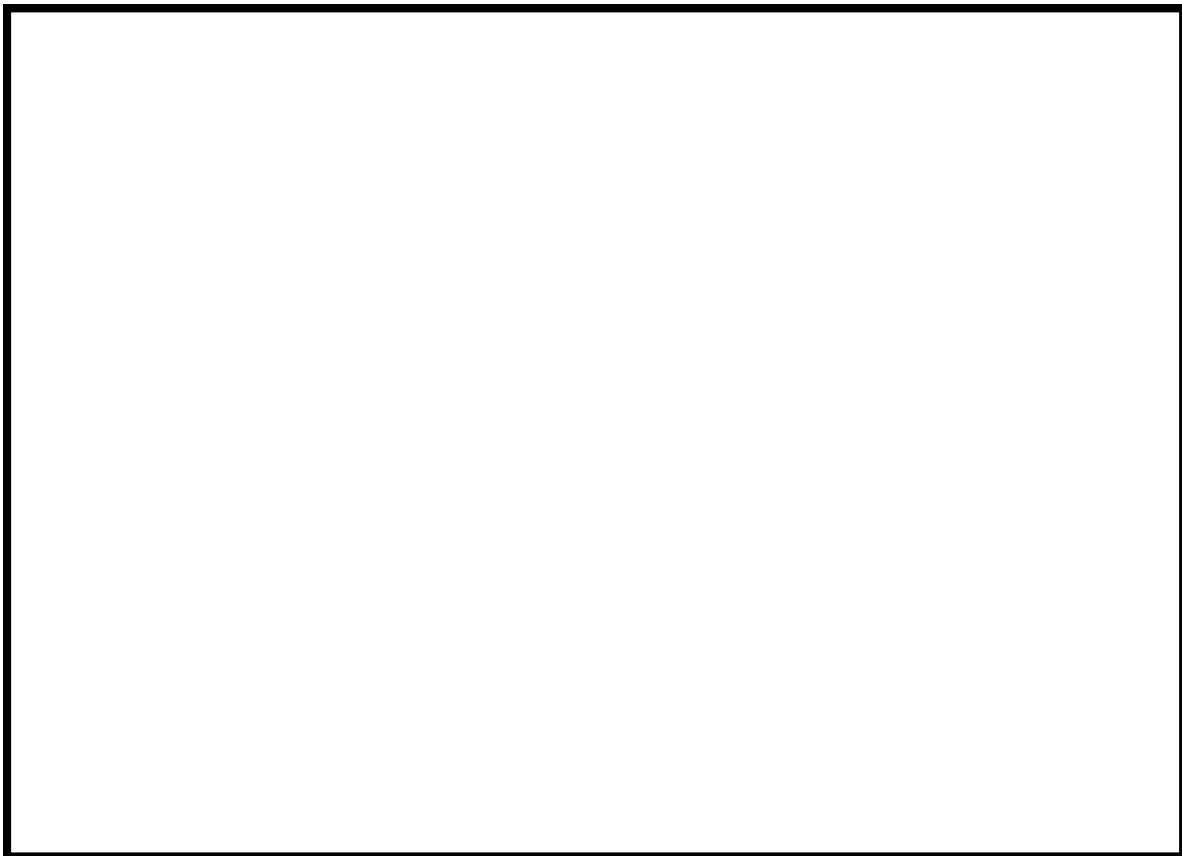
Workshop: Communication

Goal: To have each team examine the need of communicating with various stakeholder groups to ensure successful course marking processes.
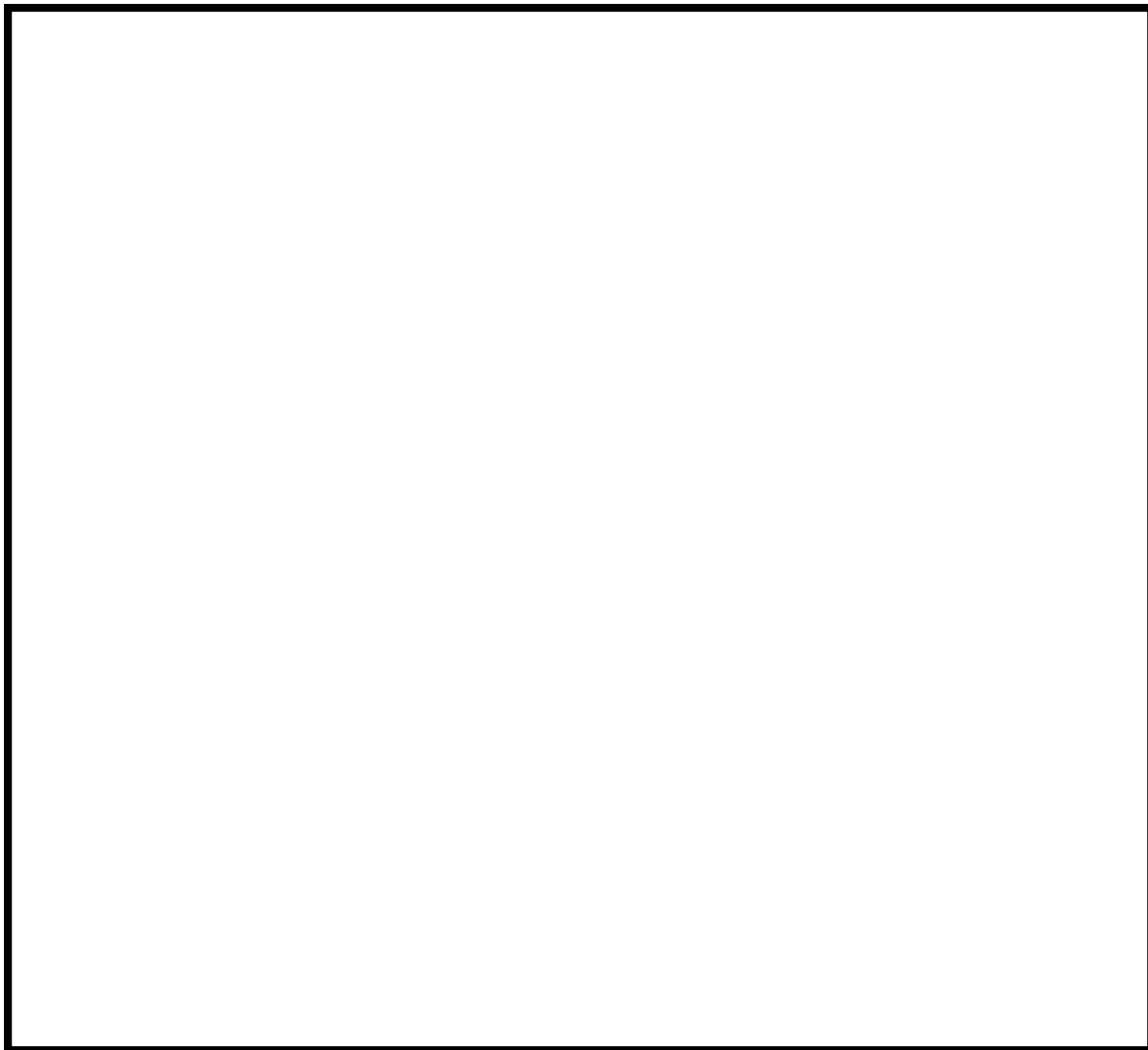
Objective: After this workshop, teams will be able to

- Identify potential stakeholder groups
- Develop a clear strategy for when, how, and why to engage each group

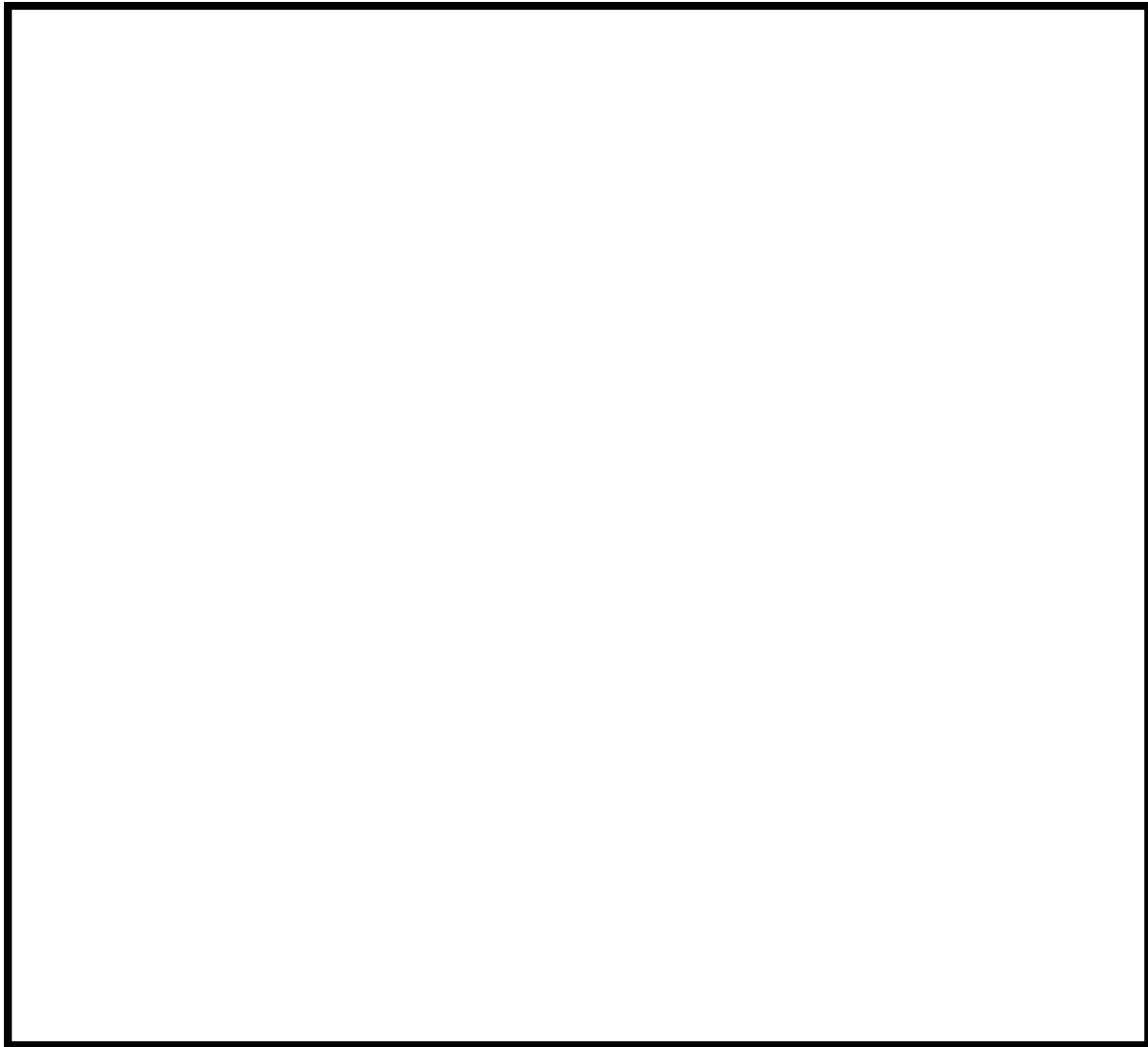Jot down a list of stakeholder groups

Workshop: Communication

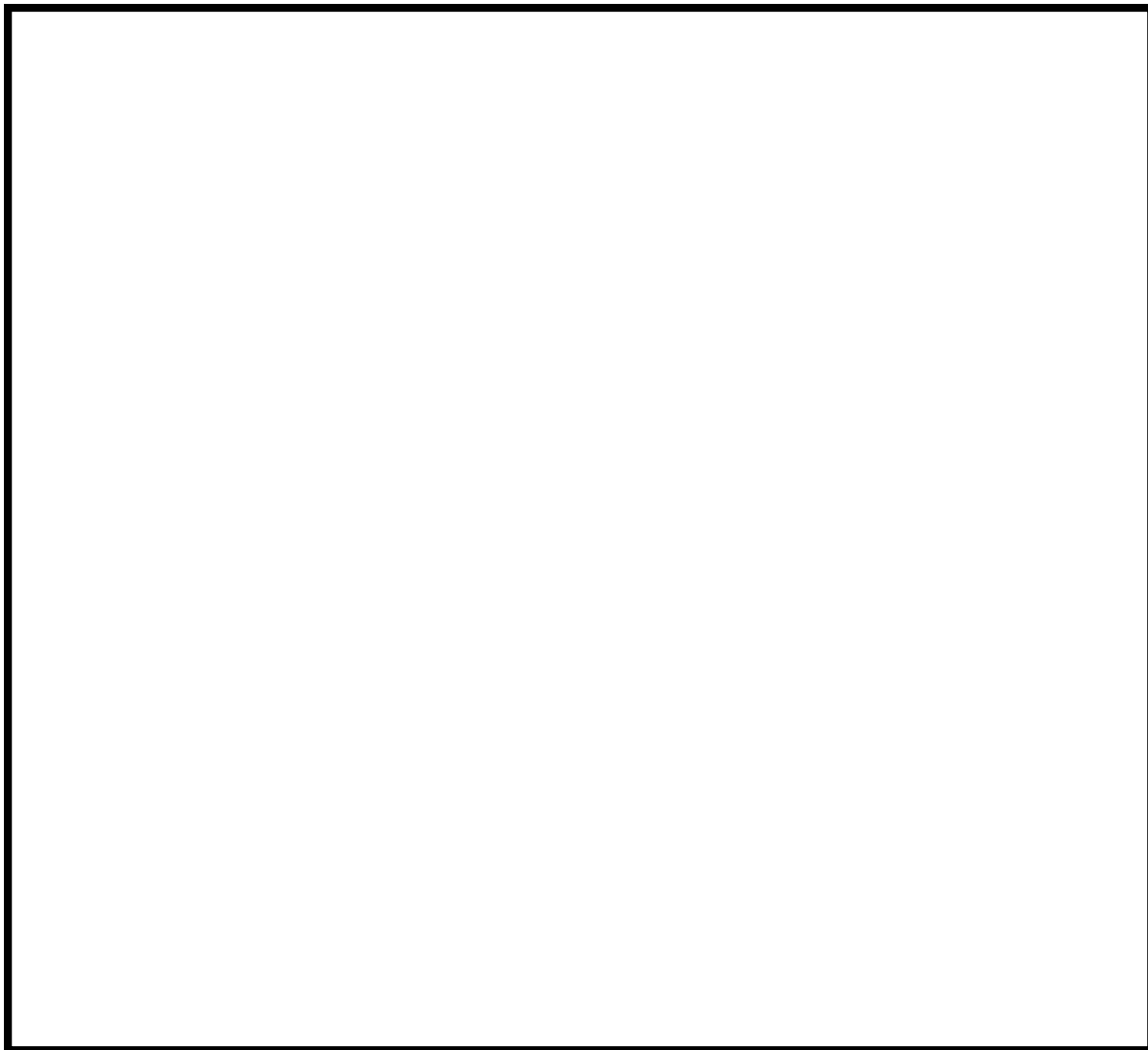**WHO**: Who on your team is responsible for communicating with each stakeholder group?

Workshop: Communication

WHAT: Focus on at least 2 stakeholder groups. What are their needs? What do they care about? What contribution can they make? What topics need to be discussed; your new idea, challenges, opportunities, furthering support)
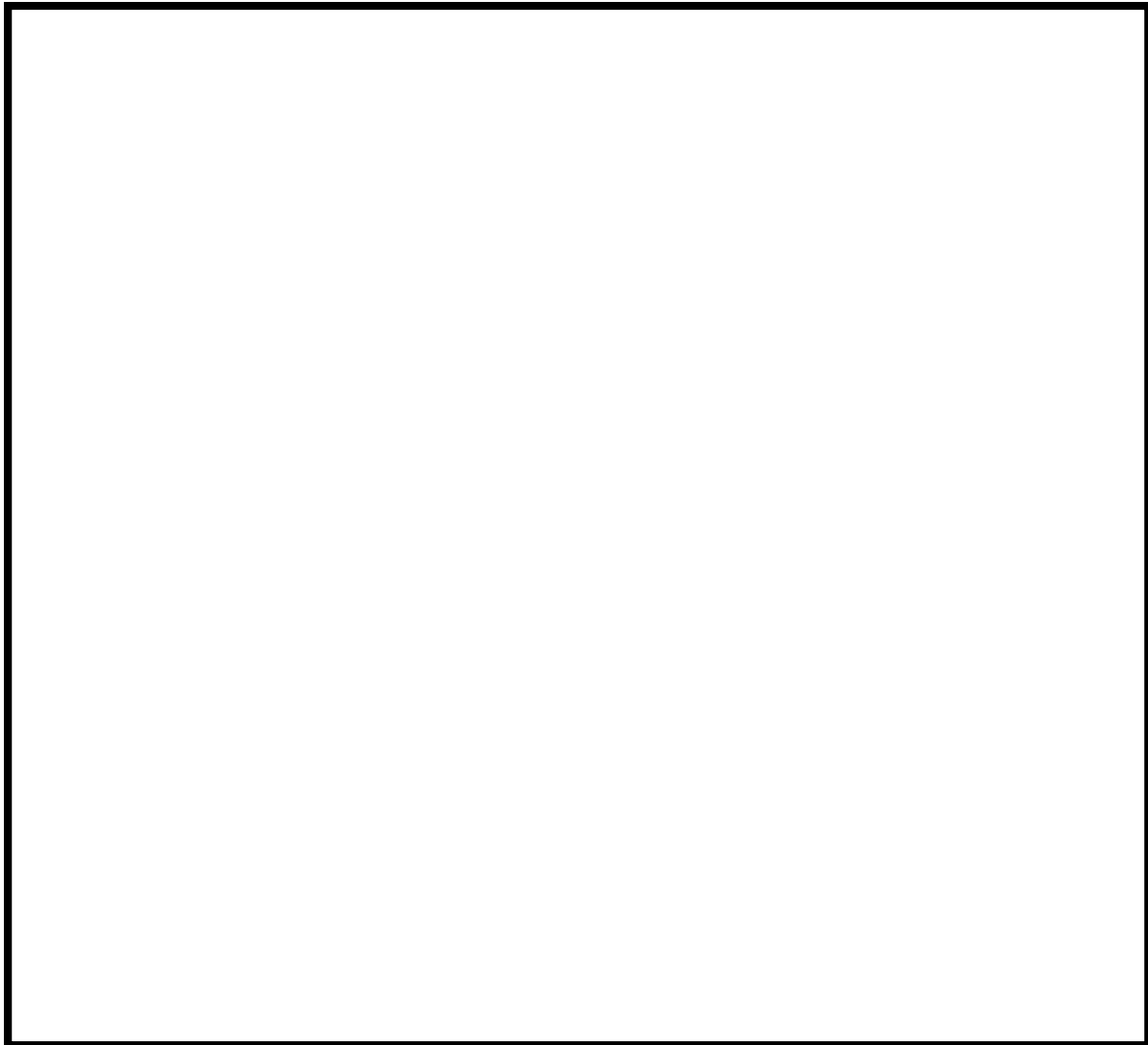
Workshop: Communication

WHY: Why are you addressing this with these stakeholders? To raise awareness for your idea & solicit support or is this an ongoing relationship that you are building? Other?
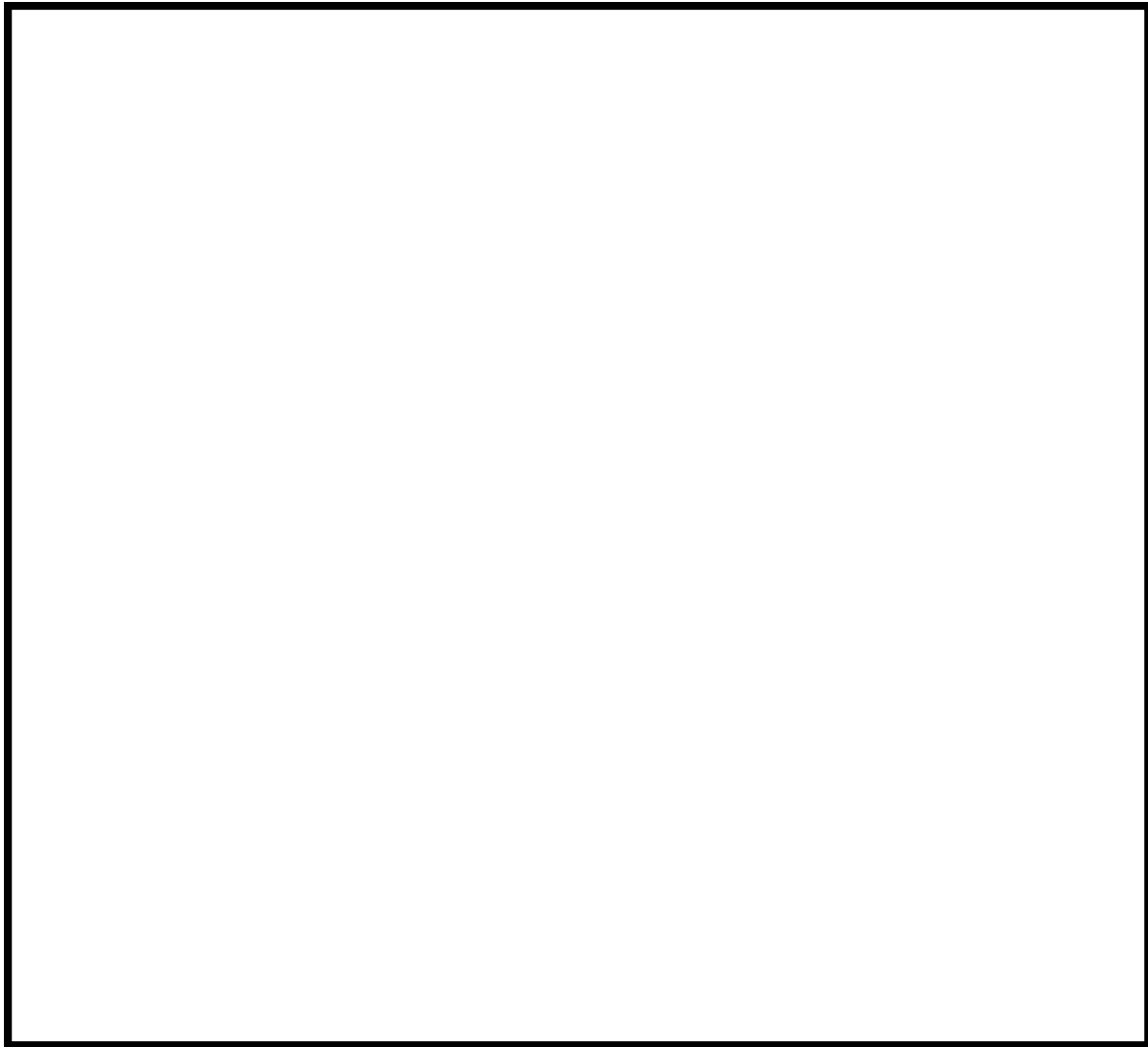
Workshop: Communication

HOW: How and when will you communicate with each stakeholder group? (in-person, phone call, letter, email campaign, etc.)
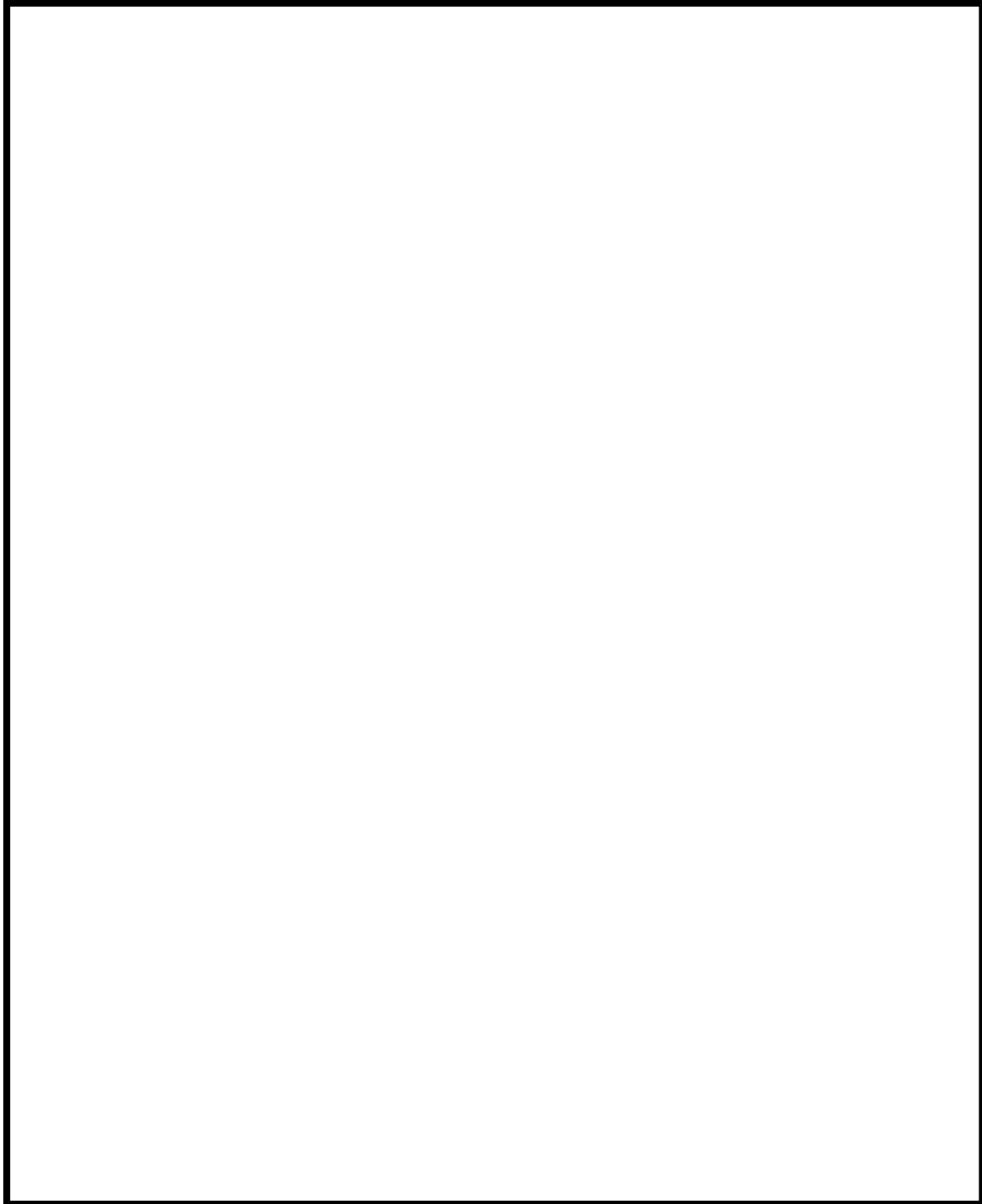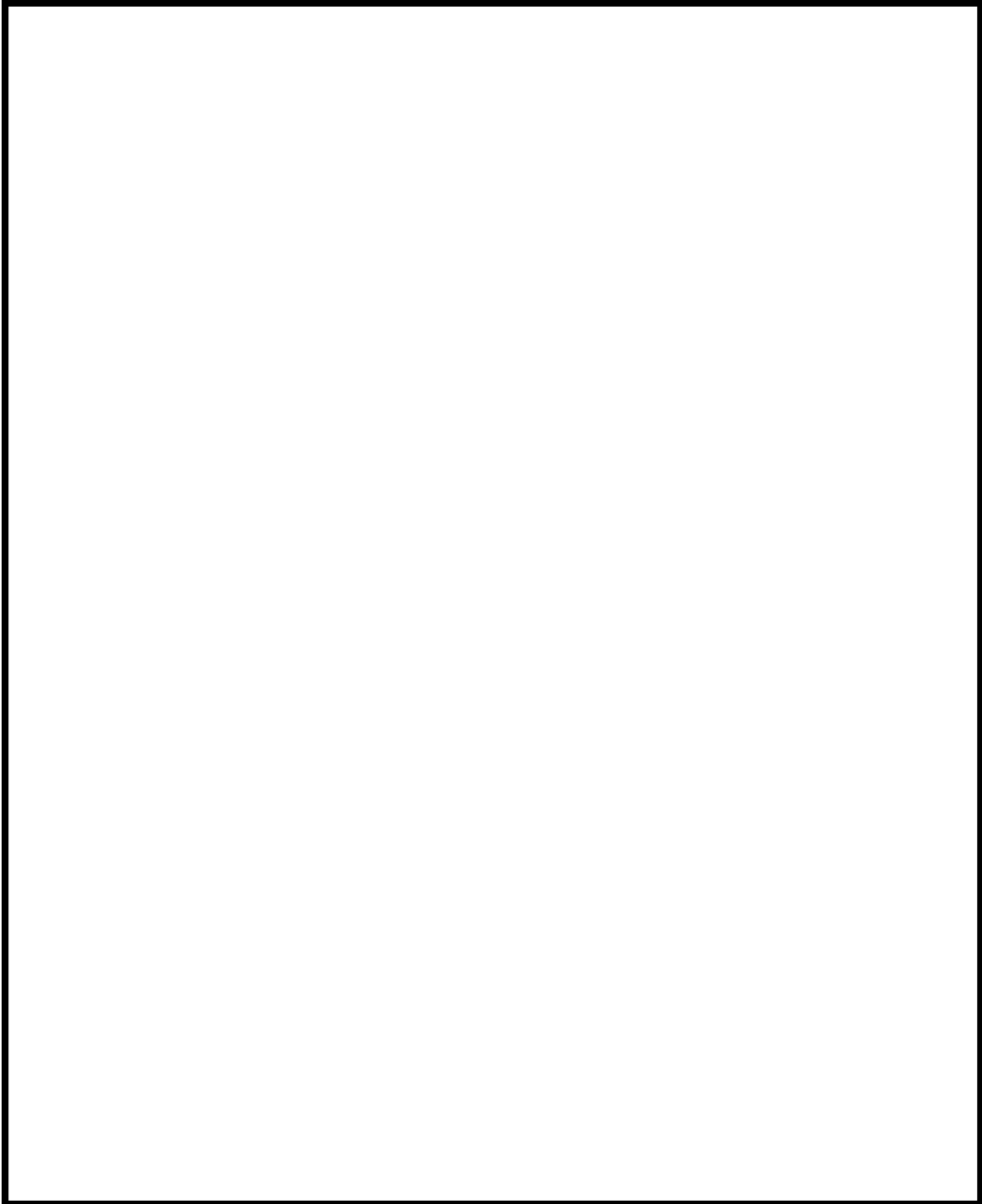
Workshop: Communication

WHEN: Establish a clear time frame for your communications (daily, weekly, bi-monthly, etc.)

Brainstorms

Brainstorms

Roadmap: Check-list

Phase I: Establish the Team

- [ ] Define roles and responsibilities
- [ ] Assign team roles
- [ ] Standardize communication methods
- [ ] Schedule regular meetings
- [ ] Establish timeline

Phase II: Develop Processes

- [ ] Define OER and no cost
- [ ] Develop tracking workflow to identify usage of OER/no cost materials
- [ ] Share informaition with stakeholders
- [ ] Begin to track

Phase III: Outreach

- [ ] Customize marketing materials
- [ ] Create an outreach strategy
- [ ] Connect with faculty
- [ ] Connect with administration
- [ ] Connect with students

Phase IV: Implementation

- [ ] Create tag
- [ ] Test and finalize registration
- [ ] Launch!

Phase V: Collect

- [ ] Distribute NEBHE survey
- [ ] Share any generated material
- [ ] Document process
- [ ] Finalize budget
- [ ] Submit final report