Checklist for OER Content Compilation Completion for Faculty

This checklist is intended to assist faculty with the OER content compilation process, and to demonstrate how content should be presented for final review and approval by the DC, an external reviewer outside the proposer’s discipline and the OER Review Committee.

✔️ I have completed the 3 hour Introduction to OER workshop or have viewed the 2 hour workshop recording and have met with my librarian liaison or their designee in person or online.

✔️ I have submitted a signed Workshop Completion and Intentions form.

✔️ I have completed the OER Content Compilation Proposal [found on the OER Subject Guide and in the Blackboard portal under Organizations, Open Education Resources Initiative].

I have identified multiple open sources [expected to exceed 3 OER sources] which I will organize, revise, or adapt to match my course outline.

I have provided a full listing of all works I will be using [organized into 3 sections: OER, my own Creative Commons material, and/or copyrighted material] in electronic, full text format [example, URL to work provided].

[The OER Review Committee requires specific titles and/or descriptions on this form. Generalized works such as “websites”, “open articles” or “book chapters” is insufficient.]

[IF APPLICABLE] I plan to use my own created materials, and I have assigned a Creative Commons license to each item, with a visible Creative Commons logo or statement indicating Creative Commons designation. [Attach representative samples].

[For assistance on Creative Commons licensing, confer with the Copyright Officer Val Waldin, v.waldin@hvcc.edu or copyright@hvcc.edu, or her designee.]

[IF APPLICABLE] I plan to use copyrighted materials, which will comprise 49% or LESS of the course. [Attach list of materials or URLs].

I have completed the OER Content Compilation Completion form including the finalized and complete list of all materials to be used and the percentage of sources identified for the compilation (% OER + faculty created must be at least 51%). I have obtained my DC’s signature on this form and submitted complete form to Sarah Romeo, Library Online Media Specialist, MRV 130.

I have attached a print copy of my department’s course outline for the External Reviewer’s reference.