Action Plan Instructions

Outline the components for successful progression, sustainability, and scalability of OER implementation within your context. These components should typically include: (a) a timeline for next steps; (b) relevant stakeholders, audience members, and decision-makers essential for discussion and capacity-building; and (c) potential obstacles. Each component has multiple dimensions. For example, next steps may pertain to curricular, co-curricular, pedagogical, faculty support, or administrative processes. Capacity-building may include dissemination strategies for sharing process plans, assessment/institutional data, and best practices. Obstacles may include resources, institutional reward structures (i.e., promotion and tenure considerations), and communication strategies.

For the summer kick-off, we ask that you focus on planning for strategies and activities you will implement during the fall semester. Include the following question in your thinking: **As you seek to expand the OER work on your campus, how do your team members and the offices/departments they represent work together to contribute to this work.** For the fall, we recommend that your team include plans for at least one collaborative project/effort supporting OER.

Future Institute events will focus specifically on planning for the spring semester (and beyond!) as well as scaling efforts; however, the template below provides opportunities to think beyond the fall semester. With that said, we encourage you to focus on immediate steps you will take as the fall semester begins and progresses.

Before your institute presentation on July 27th, please upload your completed template to your campus/consortium "Collaboration Space" within the Institute platform. This will ensure it is available to all team members as well as your faculty mentor. We recognize that planning will continue beyond the conclusion of the Institute Kick-off.

Please Note: This template is offered to help you shape your campus action plan. It is not meant to be prescriptive and should be adapted to your specific project goals and institutional context.

Action Plan Presentations

Each team will share its action plan with other campus teams at the end of the Institute Kick-off on Tuesday, July 27th. Presentations are intended to be brief (5 minutes, followed by 5 minutes for questions). You may involve all or multiple team members in the presentation. To save time, we encourage presentations without PowerPoint or PowerPoint utilizing a single slide.

Action Plan Template

CAMPUS/CONSORTIUM NAME   TEAM LEAD

American University of Beirut   Dalal Rahme

BACKGROUND

The American University of Beirut (AUB) is an institution of higher learning founded to provide excellence in education, to participate in the advancement of knowledge through research, and to serve the peoples of the Middle East and beyond.

We have 7 faculties

8,684 students at AUB

       6,509 undergraduate (49% women) and 2,175 graduate students (57% women).

823 instructional faculty (47% women),

       200 of whom work part-time.

       Nearly 40% of faculty are international (non-Lebanese), and nearly 70% have a doctorate or another terminal degrees.

The Fall 2020 student to faculty ratio was 11 to 1.

We believe that an OER initiative aligns perfectly with the mission and vision of AUB.

PROJECT DESCRIPTION AND GOALS

Content goals (the "what" of your project):

- Our immediate goal is to raise awareness about OER and recruit campus partners.

Goals and Process goals

1. Understand existing OER use and interest among faculty
   - Assessment – web survey of students and faculty
2. Encourage use of OER
   - Promotional materials and Libguides,
   - Training librarian, faculty, students and staff on different topics related to OER.
   - Include OER in the Orientation for faculty
3. Creation of OER –
   - Additional assessment needed to know what exists and what is needed by faculty
   - Outline the services to be provided by existing units at AUB for the creation of OER
   - Enhance the technical ability of the Office of Information Technology to promote the reuse of faculty course materials, including videos and e-learning materials
4. Culture of OER - Use existing university units to train, inform, and disseminate open educational resources across campus. Give key roles to:
   - Center for Teaching and Learning
   - Office of Information Technology
   - University Libraries

- o Involve teaching committees within the seven faculties, e.g., the Faculty of Health Sciences has a Public Health Education Office, and within this, an Innovation in Teaching Team. Such faculty-level groups can be tapped for involvement in this initiative.
- o Involve student representatives – possibly through student government or other special interest groups

Equity goals

- Ensure inclusivity
- Share knowledge

Outcome goals ("why" do the proposed action: for the students, for the institution)

- Faculty and students are aware of OER relevance and use for teaching and learning
- Faculty implement OER innovatively in their courses
- Faculty use technology-enhanced teaching and learning
- Faculty apply a student-centered teaching approach
- Educational materials accessible to all AUB students
- Faculty select OER that align with program and course learning outcomes

BARRIERS TO ACCOMPLISHMENT

- Current OER organizational culture
- Time and Staffing
- Low awareness and availability of OERs
- Technological limitations
- Securing Funds
- Competing priorities between research and teaching

OPPORTUNITIES FOR COLLABORATION AND SUPPORT

Collaboration with

champion universities who previously implemented OERs

other institutions in our consortium to disseminate and gain knowledge

CAMPUS CHAMPIONS, STAKEHOLDERS, AND DECISION-MAKERS

Decision-Makers
University Administration

Stakeholders
Faculty

Students

Champions
University Libraries

Center for Teaching and Learning

Office of Information Technology

Possibly Others.

ENGAGEMENT PLAN FOR CAMPUS CHAMPIONS, STAKEHOLDERS, AND DECISION-MAKERS

University-wide task force; training workshops, individual consultations, impact assessment

COMMUNICATION STRATEGIES AND AUDIENCES

Communication Strategy: Surveys, emails, communications office announcements, library page, social media.

Audiences: Faculty, students, and administrators

TEAM ACTIONS AND TIMELINE

Fall 2021 Actions	Purpose/Details	When
Create a page related to the OER initiative.	Inform the research community about the objectives of the initiative	August -September
Get IRB approval and Disseminate survey for Students and Faculty members	Assess the students' OER needs. Assess the faculty awareness and openness to OER	September November
Analyze Results of the survey and present to administration	To learn more about how to proceed. Get the administration support	December

Spring 2022 Actions	Purpose/Details	When
Introduce OER to incoming new faculty at AUB	During the Orientation Program, to encourage faculty to enroll in OER activities	January
Introductory workshops: 1- How to find and use OER 2- Licensing	Raise awareness about OERs and give guidance on how to select and use them.	January- March
Prepare for the creation of a Faculty Development self-paced asynchronous course on OER	Provide faculty members with self-directed online activity to understand how OER can be used, re-used and re-purposed to support teaching and learning.	January- September

Hold events such as panel discussions with OER champions on campus (Show and tell format)	Faculty members leading by example and showing the benefits of using OER.	During Open education week: March 7-11.
Assessment of Impact	OER Team would devise an assessment plan to measure the impact of activities implemented in the academic year 2021/2022	May – June

RECOMMENDED TIMELINE FOR CAMPUS WORK

Action	Who	When
Establish an OER initiative Taskforce	Office of the Provost Center for Teaching and Learning University Libraries Office of Information Technology Representative from different faculties Other department	January
Work on a business plan to suggest an implementation of a campus-wide OER database.	The Taskforce	Phase 2: Summer 2022
Apply for a grant	University Libraries, Center for Teaching and Learning, and IT academic services	Phase 2: Summer 2022
Reflection report on 2021/2022 completed work	OER team to reflect and document lessons learned from year I implementations in order to plan for year II accordingly	Summer 2022

EVIDENCE OF SUCCESS (How will we know we're making progress? What are the measures?)

In fall 20-21, we will create the monitoring framework for the project.

Process Indicators
- Page views
- Number of clicks on OER links (from Libguides).

- Number of inquiries for OER materials and sessions.
- Number of workshops attendees.
- Number of stakeholders and engagement.
- Pre-Post OER use by faculty and student after being involved in OER activities.

Outcome Indicators
- Student learning outcomes met – courses with OER vs. courses without OER
- Cost differentials – courses with OER vs. courses without OER