



Quarter (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> ):	<b>Q1 - 2022</b>	PR Award #:	P116T210022
Institution Name:	Minnesota State Colleges and Universities		
Project Title:	84.116T This is a Minnesota State Colleges and University system-wide project that expands OER opportunities for Teacher Education.		
Project Director (PD):	Timothy Anderson		
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## Current Status of the Work:

### Program Management

1. Are there any changes to key personnel positions? If so, explain.

**Instructional Designer (ID)** was recruited, hired, and onboarded Jan 24, 2022

Provides facilitation, guidance, and support to faculty in applying advanced instructional design principles to courses, curricula, and materials, particularly open educational resources, and the licensing of those materials. This position assists in the creation of a transformational and sustainable system of support for an inclusive teaching and learning experience that is accessible to all students and meets high-quality standards. The ID will coordinate author access to graphic design, copy editing, and design resources.

**Equity Coach (EC)** was recruited, hired, and onboarded Jan 24, 2022

This position advises and consults with administrators, faculty, and staff to plan, implement, and promote the diversity, equity, and inclusion goals. The EC will assist with addressing these goals within the OER modules that are being created.

2. List which members of the advisory group have made direct contributions to the project goal(s) during this reporting period and briefly describe the contribution to the project.

The first meeting of the Teacher Education Advisory Group (TEAG) was held February 18. The project management team briefed TEAG on the project goals, project strategy for achieving these goals, and the progress made to date. The members expressed their support of the current direction. As we move forward with actual content development we anticipate and will seek more specific input from TEAG.

3. Are you on track to spend funds in accordance with the timeline of proposed activities/expenditures? If not, then explain.

Yes, during Q1 2022, the system office finalized the financial relationship between Southwest Minnesota State University (SMSU, fiscal agent) and Minnesota State system office. This includes the invoicing process will begin Q2 2022.



4. Have you draw down funds in G5 to pay for expenses in a timely manner?  
Invoicing against funds will begin in Q2 2022

## Program Performance

1. Describe the activity(s) and its objective(s) and the tasks completed for the reporting period.
  - a. **Milestone 1: Create a project foundation**
    - i. Description:
    - ii. Activity Objective(s) and the tasks completed:
      1. Create a contracting process for faculty release credits
      2. Updated external presence with [Minnesota State - OER Projects \(minnstate.edu\)](https://minnstate.edu)
    - iii. What was the impact/outcome of the activity objectives and tasks?
      1. Project team has access to project information including milestones, tasks, meeting information, resources related to teacher education (standards, existing OER, etc.)
      2. Authors have access to resources and previous meeting information (slides, recordings, etc.)
      3. Legislators and the Department of Education have access to the project update website.
    - iv. Please discuss if you're experiencing problems or challenges.
      1. None at this time
    - v. Is the activity concluded? What objective or task is the priority for the next reporting period?
      1. Yes, although the adjustments may be made to the administrative structure as the project proceed. The project website will also be continuously updated
  - b. **Milestone 2: Create Author Teams**
    - i. Description: Identify Minnesota State faculty to author one or more of the six courses being redeveloped for this project
    - ii. Activity Objective(s) and the tasks completed:
      1. Contact institutions within and outside the six institutions to determine interest in redeveloping course curriculum
      2. Held overall orientation meetings with Authors and related administrators, staff, etc.
      3. Conducted six author orientation meetings, specific to each course being redeveloped, between March 16 and March 31, 2022
    - iii. What was the impact/outcome of the activity objectives and tasks?
      1. Authors are up to speed on the vision of the project
      2. Authors are aware of the resources that are available to support the development of course curriculum.
      3. Authors are grouped by course and are preparing to begin their development of course curriculum.
    - iv. Please discuss if you're experiencing problems or challenges.
      1. Some of the courses could have more authors assigned. We are working at identifying additional resources to ensure a diverse author community contributes to the curriculum and course resource development



- v. Is the activity concluded? What objective or task is the priority for the next reporting period?
  - 1. No, we are close to being complete and are continuing to recruit faculty to participate in curriculum development.
  
- c. **Milestone 3: Create Teacher Education Advisory Group**
  - i. Description: Identify Minnesota State and industry partners to participate on the TEAG
  - ii. Activity Objective(s) and the tasks completed:
    - 1. Contacted institutions within and outside the six institutions to determine interest in redeveloping course curriculum
    - 2. Held overall orientation meetings with Authors and related administrators, staff, etc.
    - 3. Conducted author orientation meetings, specific to each course being redeveloped, between March 16 and March 31, 2022
  - iii. What was the impact/outcome of the activity objectives and tasks?
    - 1. Nine (9) members of Minnesota State (2 universities and 2 colleges)
    - 2. One (1) partner from the Open Textbook Network
  - iv. Please discuss if you're experiencing problems or challenges.
    - 1. We are in the process of identifying K-12 administrators and a representative of industry to serve on the TEAG. We anticipate that this will be complete by the end of Q2.
  - v. Is the activity concluded? What objective or task is the priority for the next reporting period?
    - 2. Yes, the TEAG is formed. We will hold regular meetings and replace members, as needed, as the project progresses.
  
- d. **Milestone 4: Secure Third-Party contracts for editing and illustration services**
  - i. Description: Working with Scribe and University of Minnesota, secure contract for Illustration and Editing services to ensure high quality resources
  - ii. Activity Objective(s) and the tasks completed:
    - 1. Contact Scribe for pricing and information
    - 2. Instructional Designer and Project Manager have met with Scribe to discuss what services are available and how to access these services.
  - iii. What was the impact/outcome of the activity objectives and tasks?
    - 1. Information collected and processes defined
  - iv. Please discuss if you're experiencing problems or challenges.
    - 1. None at this time
  - v. Is the activity concluded? What objective or task is the priority for the next reporting period?
    - 3. No, Will meet with Scribe after Authoring Groups have convened and the authoring timeline has been developed. With the change in Minnesota State procurement leadership occurring later this spring, we will need to reverify the purchasing process.
  
- e. **Milestone 5: Create and Manage Contracts, MOAs, and Agreements**
  - i. Description: Develop standard intra-agency agreements (IAA) for authoring, reviewing, and learning circle stipends. Create memorandum of agreement (MOA) with participating colleges and universities

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- ii. Activity Objective(s) and the tasks completed:
    - 1. Created learning circle Author IAA Template
    - 2. Created learning circle (coordinator) IAA
    - 3. Created MOAs for the six participating colleges and universities
  - iii. What was the impact/outcome of the activity objectives and tasks?
    - 1. These IAAs and MOAs ensure participation and payment for development of course curriculum and resources.
  - iv. Please discuss if you're experiencing problems or challenges.
    - 1. None at this time
  - v. Is the activity concluded? What objective or task is the priority for the next reporting period?
    - 4. No, the learning circle - coordinator and learning circle author draft agreements are awaiting review and approval.
- f. **Milestone 6: Development of Course Resources**
- i. Description: Create the foundation that allows the development of course resources
  - ii. Activity Objective(s) and the tasks completed:
    - 1. Create Learning Circle Course in D2L (learning management system); learning circles is a process to guide faculty through the development of course resources. This guided structure informs participants about the creating, licensing, and use of OER.
    - 2. Created Learning Circle (coordinator) IAA
    - 3. Created MOAs for the six participating colleges and universities
  - iii. What was the impact/outcome of the activity objectives and tasks?
    - 1. The foundation is ready when authors start their development of course resources.
  - iv. Please discuss if you're experiencing problems or challenges.
    - 1. None at this time
  - v. Is the activity concluded? What objective or task is the priority for the next reporting period?
    - 5. Yes
- g. **Milestone 7: Secure Pressbook Contract**
- i. Description: The end product for each course will be published in Pressbooks for consistent professional resources. Note, the cost of this subscription will NOT be paid by OTP funds but is an integral part of the project.
  - ii. Activity Objective(s) and the tasks completed:
    - 1. Secure Contract
    - 2. Create Accounts for Each Author
    - 3. Enroll Each Author into the Pressbooks Community
  - iii. What was the impact/outcome of the activity objectives and tasks?
    - 1. Contract was secured
    - 2. Each author team has access to create robust resources using Pressbooks
    - 3. Authors have access to Pressbooks resources through the Pressbooks Community (Minnesota State) to learn and collaborate
  - iv. Please discuss if you're experiencing problems or challenges.
    - 1. None at this time



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## Quarterly Program Update

- v. Is the activity concluded? What objective or task is the priority for the next reporting period?
  - 6. Yes