**Open Education Working Group Meeting Minutes**

January 22, 2019, 12:00pm–1:00pm, Cedar 1140

1. Approve minutes from Fall 2018 meeting
* *Minutes approved.*
1. Update on Open Education Strategic Plan approval
* *Rajiv provided a brief overview of the strategic plan, which is available at:* [*https://kpu.pressbooks.pub/openeducation/*](https://kpu.pressbooks.pub/openeducation/)
* *The strategic plan is on the agenda at an upcoming PUE (Polytechnic University Excecutive) meeting*
1. Recruiting a faculty representative (replacement for Farhad Dastur)
* *Diane and Rajiv were charged with identifying candidates to represent the Faculty of Arts*
* *Update: Rebecca Yoshizawa was invited to join the OEWG.*
1. Review of OER grant applications
	* Brinkerhoff
		1. *Application fully funded.*
		2. *Encourage to consult/connect with ACP instructors in addition to ENGL instructors, especially those who teach ENGQ 1091 and ENGQ 1092*
	* Cruthers
		1. *Funded up to $1500.*
		2. *Remind that only external contributors can be given honoraria.*
		3. *Propose reducing the number of sensitivity readers from 4 to 2.*
	* Deisman et al.
		1. *Funded as a Zed Cred grant up to $1500*
		2. *Request that a faculty member serve as the project lead for this grant*
		3. *Ask to consider authoring content within the Pressbooks platform to make things easier for collaboration, peer review, formatting, and publishing. The OPUS team will happily provide training as and when desired by the team.*
		4. *Request more information about the indigenous consultation in the budget.*
		5. *Request that budget be adjusted down to $1500.*
	* McMullen & McCannell
		1. *Need to clarify the tasks the student assistant will be assigned.*
		2. *Suggest consultation with Caroline & Karen to see whether the Pressbooks conversion service might be a better fit to support this project.*
		3. *Update: Application withdrawn on February 1.*
	* Newton
		1. *Request more information about the project timeline, the development of content within Pressbooks, handling of student consent, and quality checks.*
		2. *Update: Fully funded on February 7 following discussion with Sam Newton.*
	* Sayed
		1. *Determine whether project can proceed with reduced number of student assistant hours.*
		2. *Update: Project funded up to $982 following discussion with Asma Sayed.*
2. Open Education week planning

Draft program:

Morning program (Surrey Conference Centre, booked)

9:30am Welcome from Sal Ferreras (confirmed availability and booked)

9:45am Summary of progress in open education at KPU (Rajiv)

10:00am Special Announcement (Diane announces the launch of our third Zed Cred, the Associate of Arts in General Studies, confirmed)

10:15am Introduction to OPUS, our Open Publishing Suite (Caroline & Karen)

10:45am Panel of faculty & staff who have been using OPUS (Pressbooks, Open Journal Systems, etc.)

11:15am Wrap-up

11:30am Caroline & Karen take OPUS submissions over coffee

Afternoon program (Computer lab)

Workshops on Pressbooks & Open Journal Systems

*Update: Alan Davis opened the event instead of Sal Ferreras. Event was a great success and included external visitors.*

1. School of Business question bank sprint for Organizational Behaviour course (Feb 19/21)
* *The group agreed to support the event with coffee/breakfast and lunch for the participants*
* *Update: The event was a success. 500 questions were written by 8 faculty across the two days. These questions are now being formatted and imported to Moodle for use.*
1. Open pedagogy fellowship partnership opportunity with Montgomery College
	* See:  <https://www.montgomerycollege.edu/offices/elite/unesco/>
* *OEWG supported allocating $2000 towards this pilot initiative.*
* *Update: Application materials were drafted by Rajiv, reviewed by the OEWG, and posted at:* [*http://www.kpu.ca/open/un-sdg-fellowship*](http://www.kpu.ca/open/un-sdg-fellowship) *The application deadline was set for April 1, 2019. Several applications were received and 3 collaborative projects were funded. The discussion took place on the OER discussion board of the Open Education SharePoint site.*
1. [Cascadia Open Textbook Summit proposal re: Zed Cred](https://docs.google.com/document/d/1_FOtTFkXURdTkwd7UbW6jmyiZPQDSG7FUQ9fzoEn7cA/edit?usp=sharing)
* *Not discussed (ran out of time). Feedback can be provided online.*
1. Other business
* *N/A*