

Workforce³One

Transcript of Webinar

Round 2 TAACCCT Virtual Conference

SkillsCommons Support Services Center

Monday, November 9, 2015

*Transcript by
Noble Transcription Services
Murrieta, CA*

BRIAN KEATING: To kick things off, I'll turn it over to Samantha Brown and she's going to go over today's agenda. Samantha?

SAMANTHA BROWN: Hi. Welcome to today's webinar. This is the fourth of five webinars of the Round 2 Virtual Institute. Please let us know how we can help during your final year. This webinar series is one way that we are trying to help you finish strong. We know that there are so many good stories to hear from Round 2 grantees and want to be able to capture those. So if you would please be sure to send any videos, newsletters or brochures that you have created to the TAACCCT mailbox.

This request was also sent in email to you last week. And another way to share your experiences with us is to submit a proposal for a session at the TAACCCT convening in early 2016. The deadline for submissions is December 4th. You should have received an email about that last week as well. Now I would like to introduce our moderator for today's webinar, Jennifer Freeman, program director of the TAACCCT Learning Network at Jobs for the Future and our presenter, Rick Lumadue, program manager at SkillsCommons.org. Thank you so much for joining us today to share your experiences. Jennifer, take it away.

JENNIFER FREEMAN: OK. Hi, everyone and thanks so much, Samantha. So I'm very pleased to introduce Rick Lumadue who probably many of you have already met or been on the webinar with. Rick has been a really great – made really great contributions to our technical assistance. He's been a great help, I know, to many of you who have been involved in uploading to SkillsCommons and those of you who have already, I saw in the poll that a couple of you – about 6 percent of you already have and 50 percent of you haven't.

So for those of you who have, this will be helpful to you, because there are some – they continue to add things to SkillsCommons and continue to add resources for you, templates and things, to help with the uploading process. And so that is what Rick is going to be introducing you all to today. So I'm going to, at this point, turn it over to Rick. And before I do, though, I wanted to just say that there are points when Rick is going to be pausing and will be inviting you to submit questions, but also, just feel free, throughout Rick's presentation, to ask questions along the way that are related to things that he's talking about right now.

We'll certainly try to answer as many of those as we can and then get to the rest of them during those Q&A pauses. So Rick, why don't you take it away.

RICK LUMADUE: All right. Thanks, Jenny. And hi, everyone. I'm happy to be here today with all of you and kind of show you, in your, I guess, culmination of your SGA and fulfilling your TAACCCT requirements and doing the closeouts and all that. So I'm real excited to be able to share hopefully some encouraging things with you and some supportive things to help you succeed and be successful as you – at least on the aside for SkillsCommons to finish out your grant project.

So as Jennifer explained that a little bit, we'll have some Q&A during this session as I go through and I broke the presentation up into two parts. We'll do the – as you see on the agenda, explore the updated support services center. We've added some new and I think, some very helpful things for grantees, a lot of it based on many of you with your feedback from Round 1 grants and then also, some of our Round 2 grant projects that have already been uploading. So when we finish that first part of exploring the updated support services center, we'll have a little time for Q&A.

But as Jenny said, if there's anything that I'm going through that you have a question about, feel free to type a question in the chat window there and I'll sure address it while we're going through it. And then we'll look at the resources that we've put together for our grantees to help them with their closeouts and look at these as voluntary, not mandatory, something else you've got to do, but they're just to help you be successful as you complete.

And so they're completely voluntary templates that we put together. So at this point, we will go to the support center. We'll do a screen share here and I'll go ahead and share my screen. And for those of you – you know, you see this little box in the middle right where the screen is showing, just above that there's a pop-out window. If you're having a hard time seeing what I'm doing, you can click that. You know, it's got four arrows there just above my screen and you can click that and go full screen so you'll be in a full screen on your device.

So I'll just go ahead and I want to hit the support center. So just hit click to support and go into the contribute and manage your materials. So for those of you that have already created a SkillsCommons account, you already – you know, you're good on that. So you click this. If you haven't yet, go ahead and after the presentation today, you can go ahead and click this and fill out a real brief survey, take you maybe a couple minutes at the most to fill out and then we'll get an account set up for you within SkillsCommons so that you can contribute.

You don't need an account to look at the materials or download materials in SkillsCommons, but this is mainly for people that want to contribute. And so at this point, let's go ahead and look at the prepare your materials area. And so I'm just going to click this. So some of the things that we put together here for prepare your materials to upload are within the satisfying the TAACCCT grant accessibility requirements and we'll look at the voluntary template we put together for that in the second half.

But I'm just going to click this page so you can see some of the resources that are available. There's quite a bit in here, an accessibility checkpoint guide, to help you with the CAST, the UDL, Universal Design for Learning. We work with them on that to develop this and make sure that we've hit all the key points in the SGA. And then there's an instructional guide to help you complete the accessibility checklist. All these you can download, either the Word document or the PDF.

And then there's, of course, additional accessibility guides and things like that for Word documents. I saw there's a number of people that are going to be uploading Word documents. There's also some guides and resources here of working in PowerPoint and your PDFs to make sure that they're accessible and then other materials as well that you can see here and some other

links. And there's even a webinar that was done by CAST on UDL from March and we have the link to that there.

So feel free to use that information there to help you with accessibility, requirement guidelines and the checklist. Sorry about that. And we'll go back to the prepare your materials here. So just backspace. But anyways, that's for the accessibility requirements and we'll look at that a little bit more of a deeper dive when we get to the second half. And then the Creative Commons attribution, same here, it's just like the accessibility. There's a link to a webinar that Paul Stacey [ph] from CAST did back in June, in the summer.

And then we've got some exports of a learning management system in how you would add a CC license to that if you're doing those, if you're working in cameras, or Blackboard or one of those types of LMSs, D2L as well. There's a bunch of them on Moodle. And then here's how to edit the CC-BY license field in SkillsCommons. People may have to go back and if you've uploaded some material early on before, we actually had the CC-BY field in our metadata.

We had a number of folks that were helping us with the piloting and just giving us feedback on the first version of SkillsCommons. So we've got some early project in Round 1 grant projects that may need to go back and do the CC-BY license. So that's here to help you go back in and edit that field and update it. Here's some additional resources, the FAQs on our site that are pertaining to CC-BY and then a link to Creative Commons website.

If you're bringing material in from a learning management system, there's some guides here and based on the feedback that we've gotten so far with the different learning management systems that folks are using, if there's one that you're using that's not listed here, let us know and we'll be sure to get something together and put a guide together for you as well. But these are the most popular ones here, as you can see, from Desire to Learn, and Moodle, and Blackboard, and then the others here.

So if there's something that you need from that standpoint or for your instructional design team to help them with the export of the LMS Common Cartridge, you can use that format or SCORM to upload those into SkillsCommons. Everybody good so far? Am I going at an OK pace? Jenny, any questions so far coming? Or I'll keep going. OK. We'll go ahead and enable others to use your materials. So here's something you may want to consider. So if you want people to reuse, and we really want people, as part of the whole TAACCCT community, is to allow your materials to be reused.

And so we've got some guidelines to help you to enable others to reuse your contributions, all the good work that people have been doing out there. So there's some guidelines here to help you package and put your materials together when you upload so that you're not just compacting everything into one .zip file and putting in one giant 800-megabyte folder, but to break those apart a little bit and help your materials be found, because we don't want your material being in the – if you think of a brick and mortar library, you don't want your stuff in the back in a big heap.

We want to be able to see your stuff out with the rest of the materials displayed so that people can actually find it, be able to look at it and be able to sort and search for your material. Because if you get everything in one giant folder, it's really hard for people to spend time looking at one .zip folder looking through every individual piece when they're just looking for one thing. For example, they may be looking for a course in manufacturing pipe fitting or something like that, but if all your materials, pipe fitting, your welding material, your transportation material, other things, machinery, student handbooks and syllabi and all that stuff in there, it gets too cumbersome.

So those are things you might want to look at and consider in enabling your others to reuse your materials. And so you see there, what to consider when uploading content to SkillsCommons and then strategies. Then we also have some guides in use cases for reuse too. So you can look through those and see how people might want to reuse your material.

Another question we got quite a bit from grant projects from Round 1 was assuring the quality of their courses. So if they've done online courses, for example. So we've gathered together some resources, the Quality Online Learning and Teaching, QOLT instrument is one of them. QM, Quality Matters is one.

It's one you would pay for, but you're allowed to use your grant money to do that. If you haven't done your – or would like to have some sort of independent rubric, you could use Quality Matters, you could use QOLT, which is free and then there's the Online Learning Consortium in their quality scorecard. We've just listed all these there for grantees to have a choice to pick from to give you some different ideas on what you might consider when you're looking at quality from that standpoint of an online or hybrid course as far as the actual content.

Not so much the content, like you have your SME that's actually looking at your content, but more how your online course is laid out. Do you have all your different links and the way the course is setup and structured for the students to come in and look at it versus the actual content, which is what your SME reports would be doing? We'll look at those in the second half. I see we have a question in the chat window. "Can the same person be the upload contact on multiple TAACCCT grants or does each" –

No. That's up to your grant project. You can be on multiple grants to upload. Hope that answers your question, Gail. Yeah. Definitely.

MS. FREEMAN: I have a question for those who are listening. I'm wondering if anyone has experience for using OER materials at this point. And if you do, just write a note. It would be helpful for us to know how that process has gone and what's been helpful. But Rick, why don't you keep going and we'll see what people have to say about that.

MR. LUMADUE: OK. Sounds good. And then one of the other areas here is in the reuse and revise, open educational resource. I'm just going to show you this page here to give you an idea of what you might consider when you package your material for the end user, some of the things that they might want to look at. And so there's some guides and use cases for reuse. This user guide, the first one here, provides a wide range of illustrations over use and derivative works.

It can help you realize the reusable value of your materials. So for example, if I just open this, you can see, this is a derivative of course management system course that was developed based on some material that was already put into SkillsCommons. But you can go through that and see that. You can get an idea of what people are doing. And then for a program manager, reusing the material in SkillsCommons. So a rapid reuse program for these accelerated programs.

And so this person was developing a new, just a short of it here, a Virginia Community College system in developing a new construction course that needed a developmental math course. And so went into SkillsCommons and looked first at foundational math and then went through the process and found all these results and then began to look through. But I won't spend a whole lot of time looking through that, but to give you an – you know, just to let you know that those are there for you to consider about how you would package your materials so folks, once again, can look at it and reuse.

And then some of the makeover strategies, just real quick, I'll look at this first one here about interactive content makeover from Air Washington, which is a Round 1 grant project, and took their materials, and went into SoftChalk, and rebranded it with SkillsCommons to give you an idea of what people might do with the CC-BY license. But again, to draw your attention on some of these reuse cases and different makeover projects –

MS. FREEMAN: And one things –

MR. LUMADUE: – so people get some – (inaudible). Go ahead.

MS. FREEMAN: Yeah. Excuse me, one thing, Rick, I know this isn't about reuse, because that's not what these folks are primarily doing, but Jennifer says that her faculty found it overwhelming to search for things, because there's so many materials that came back on a search. So I just want to point out, Jennifer, that we are going to be doing a webinar specifically for newer grantees that is really just about searching and reusing.

We're going to be doing that by industry. So stay tuned for that. We had some industry webinars earlier for Round 4 grantees with an emphasis on reusing. So we're going to do a follow up to that and hopefully your faculty will – (inaudible) – your time at that point. So Rick, sorry for that.

MR. LUMADUE: One of the things – yeah. Good points there. Another thing I wanted to mention on that too is we're developing some communities as well in SkillsCommons and you'll be seeing those come out pretty soon in the next few weeks. And we hope that those will be places so people can contact other people that may be working in the same discipline, same industry sector. And so it can be like a living community place where you can go and talk to other grant projects and stuff like that from different rounds even and seeing what they did.

And so those would be based around industry sectors. So be looking for that, because we definitely see that as a huge need for grants for sure. So we're listening there with that –

MS. FREEMAN: Jennifer.

MR. LUMADUE: – Jennifer. Yeah. Jenny and Jennifer, I just had to make sure. So the other piece I want to talk about here before we go to our first break here for questions is the contributing manager materials. For those of you that have already done this and have already begun to upload, I know several of you have that are listening, but for those of you that haven't, once you get your user account, we would advise you to come here and begin to look at some of these materials for how to help you upload your materials, get your stuff ready.

There's a video here that actually walks you through how to upload your materials. So each grant project has two collections. One is called a learning resource collection, which are the instructional content. So a lot of your – if you're doing hybrid courses or online courses, they would go in there or presentations. You would put those types of materials in your learning resource collection.

And so we've got different instructional guides there as well as, I said, the video and then there's a webinar that we did back on July 9th to help you with that and to upload your materials. And we did that with Creative Commons as well. But you can do that. And then the other collection, besides the learning resource collections, is the program support materials.

So those are things you develop for outreach or your brochures, maybe your minutes, maybe your templates and things that you might've used within your grant project with the other – you know, if you're in a consortium or something like that or maybe you work with an industry partner, for example, and your articulation agreements with the industry partners, maybe other articulation agreements with other institutions.

Those types of things would go in your program support material collection. And so once again, user guides are available as well as a step-by-step video. And then if you need to edit anything, there's – if you continue to go down under the manage area about how to delete submissions and then how to actually edit a submission if you need to go back, because we get a lot of that. Once people have submitted, it's, oh, I forgot to do this, I wanted to go back and –

So we put that together for you as well to help you. So that's the first half. Well, I guess one other area we'd like to draw your attention to, because this is something I think that's going to – back here at the support center, I'm going to look at the discover and reuse materials in how to find materials in SkillsCommons. And as I mentioned, there's a Jennifer, a minute ago, about the industry communities and things like that that we're setting up.

These are going to be spun off and we have this area of browsing by industry support by different industry sectors of the four main areas that's TAACCCT-funded. So manufacturing is obviously the largest one. So we have this industry browse page and then there's some examples here of some grant projects that you might look at that did really well in this sector in Round 1.

So we've got the link to their grant project page from Round 1 and then we've got how to browse for industry material and then how to look for it here through SkillsCommons, the different

browse features on our page and then how SkillsCommons is laid out based on the NAICS codes.

And so part of the process you would go through when you submit your materials is actually filling out the NAICS codes, there's a drop-down menu and you pick that. So when people come in later to look for it, they can find it. So it helps with the cataloguing so your materials can be found later. But that's the first phase for the industry area, but I think you all are really going to like the new connect in the community center for the industry sectors.

Our person that's working on that, I've been helping them quite a bit with different resources that you guys have already found out there in different professional organizations you're working with. We're adding those to those pages and I think you're really going to like those. I think it's going to be very, very helpful. So I can't wait for you guys to see those here in a few weeks. But we'll try and stay focused here on helping you all get your materials uploaded, but I just wanted to draw your attention that the materials are available here in the support center.

So I think now we can go back to the slide deck and we'll do a Q&A time and see if there's any other questions that anybody might have on this first half of the presentation that we looked at.

MS. FREEMAN: It doesn't look like there's any particular questions, Rick.

MR. LUMADUE: OK. I'll get a quick drink of water here and head to the next half here.

MS. FREEMAN: Oh, I'm sorry, I missed –

MR. LUMADUE: Wait a second, Jennifer. "When you're loading a cartridge from LMS, do you recommend also uploading the separate files?" OK. So I would not necessarily do that for the LMS. You want to keep those together, because you want those to be a full course for somebody to upload. So if there's something in there that's particularly really cool that you want people to see, maybe there's a video or something like that that's part of the course or a presentation, you may want to upload that as a separate submission.

You could do that as a separate submission, but definitely keep the LMS file together. Don't separate that out, but upload that as one submission, the actual LMS export file. But if there's something in particular, like I said, like a presentation or a document or something like that that you want people to be able to see on their own separately, you could definitely do that as a separate submission.

MS. FREEMAN: And Rick, it sounds like Janice (sp) is wondering about the difference between MERLOT and SkillsCommons.

MR. LUMADUE: OK. So MERLOT is an organization that's run by Cal State University. It's been going since 1997 and MERLOT is its own repository of open educational resources, but then there's also – it could be either that or no or low cost links to sources and things like that. So MERLOT is also made up of international organizations that are a part of it. I think there's several countries around the world that are a part of it, for example, Africa and I know South

America, Chile, Israel is part as well and some other countries in Europe are also a part of MERLOT.

And so it's more broad and works with other institutions across the country that are members of MERLOT to utilize the materials that are available in there and then also with federated searches with other OER libraries, for example, like MIT and OpenCourseWare and some of the others like that, several of those that you can do federated searches. And MERLOT also has its own editorial board for materials that have been submitted in different disciplines.

For example, they have their own biology editorial board that looks at materials that have been contributed and rates them and curates the materials so that when folks come in and they're looking for biology materials, they can understand and know that some of the materials have already been vetted and the quality of the material and it's good. So those editorial boards are made up of faculty at different universities and institutions across the country and the world.

So I don't know if I answered your question specifically of what the difference is. SkillsCommons is actually building on the MERLOT template, I guess you could say, as far as how we set up the metadata and the cataloguing process and things like that. But it's a separate organization run by California State University as its own whereas SkillsCommons is specifically and only for the TAACCCT grant as funded by the department of labor for housing the materials that you all have created. I hope that helps.

MS. FREEMAN: Rick, Jennifer was asking, following on that previous question, about the LMS cartridge and whether you should also upload separate files. She says, "I'm thinking of it more if they won't be importing it into an LMS, but using it F2F."

MR. LUMADUE: Yeah. So Face to Face. So like I said, if there's – you know, definitely upload the LMS piece of it. Folks can still go in and look at it. I've done that on several occasions where I'll go in and you can download it. It's a .zip file, basically and you can look at the material that's in there, depending on what format you export it into. For example, if you were to export it into an IMS Common Cartridge, it'll give you that abbreviation, IMS CC extension, but you can – if you download one of those files or folders, you can actually change the name, the extension, the IMS CC extension to .zip and then it'll open as a .zip folder and you can go in and look at it and view all the material.

But they'll be compartmentalized in the different folders and subfolders in the directory. But like I said, – (inaudible) – to a separate submission of the export from the LMS or IMS Common Cartridge, depending on which version you end up doing when you export out of your learning management system. You can go ahead and upload a separate submission for the files that you think would be worthy for people to look at, like if there's a good syllabus and there's presentation and there may be a quiz or instructional materials, simulations or presentations that you want people to have access to.

But it's not required that you do two separate ones, but I like the way you're thinking, because you're wanting people to be able to find and see what's in your materials. So I would definitely say yes, if you can, definitely upload both. That would be great. I hope that answers your

question. I've got that question quite a bit. I think we've had that in our FAQs, but if not, I'll make sure we get that added. Good point, Jennifer. Anything else that I might've missed there in the chat window?

MS. FREEMAN: I think you covered it. I think everyone's ready for you to move on, it seems.

MR. LUMADUE: All right. Let's go. So we'll go back to contributing management materials. And down in here, Step 4 is completing and closing out your grant. And so we'll look at the first area here. For those of you that are the project directors or program managers, we have a guidance for grant project managers to assess the contributions. And so this is just something we put together to help you. This is the cover page here.

Sorry if it looks like our home page. But anyways, this document provides guidance to support the grant project managers, assessment of making progress towards completing all the SGA requirements related to contributing materials to the TAACCCT repository SkillsCommons.org. And so what we do in here is we highlight the SGA requirements for the contribution of your material and we've done that by different rounds as well. So there's a little bit of difference in the requirements, at least in the verbiage on these different pieces.

And so we just make sure we included all the SGAs throughout this document here. But we go over the Creative Commons license, we go over the disclaimer, the DOL and make sure you have that, the accessibility, your grant deliverables and subject matter expert review, industry partner, make sure you have that in there and then the description of your material. Earlier rounds we had some pretty brief descriptions, like we just said, syllabus or this is a video.

Well, give us a little bit more. What I'm saying that for is once again, it's for people that are coming in, the end user, looking at it, what is the syllabus about and give a little bit more information so they can understand what the actual is that's in there. And then we put together this assessment rubric. And once again, this is just voluntary for grant project managers to help you see where your grant project is, where it is with the upload process with those people that are uploading and to help you.

And so there's several pages here. Like I said, again, here's the SGA requirements for contributing material for Creative Commons. This is for the attribution license and then for the disclaimer of the department of labor as the funder of the project, accessibility. We drew up grant deliverables, SME and then the SGA requirement around industry partners. You know, just where those were taken from from the DOL website and then the suggested rubric.

And so you can fill this out and download this as a Word document, go through it and these things will expand as you go through and you put your notes in. You can use that and adapt however you want. But then it goes through different screenshots, and I won't go through each and every one of these, but it'll just help you to go and look at the materials in your grant project. You can sort the grant projects and look at the one that has yours in it.

So this is something that is specifically for grant project managers to help them evaluate where their grant project is relative to the upload process and fulfilling the requirements. And then the

next one is for the voluntary templates. And once again, the term voluntary. So these aren't required. These are things for you to use. The first one here is the accessibility of the grant, created instructional content.

And so basically, once you go through that accessibility page that we looked at before on the SkillsCommons, and I'll take you there in just a second while we're in this document, but you can fill this out. For example, describe the name, title and type of amount of experience, accessibility reviewers have in conducting reliable accessibility evaluations for the folks that are doing this. Describe the accessibility rubric that you use to conduct the accessibility review and then the SkillsCommons accessibility checkpoints can be found here at this link.

And you're also welcome to use other accepted rubrics. So we just put together one for you. And so you see here – you go through that. It's not a very long document. It's basically just trying to help you summarize what you did on accessibility and then – (inaudible) – date and all that kind of good stuff. And then the requirements for the rounds, based on the different rounds, for the accessibility requirement.

So to find that, again, accessibility, here you go, just click on that and you've got this whole page with different links to different resources to help you on that. And then the requirements for the guidelines area opens up back on this whole page, which we saw earlier and will help you with checkpoints, the instruction guide for completing the checkpoints and then additional guides for Word documents, PowerPoints, PDFs that we looked at earlier. I hope that helps. And so let's go back to –

MS. FREEMAN: Excuse me, Rick, when you're talking about the templates in a rubric, Marisa [ph] has a good question, which is, "If anyone is using Quality Matters rubrics, is that" – so if anyone is using that, if you could type in the chat box, that would be great so Marisa can connect with you. But Rick, are you aware of other folks using Quality Matters? Does that appear as they're uploading?

MR. LUMADUE: I haven't seen any yet. Most folks are using – no. I don't. I haven't seen any. I've seen that QOLT's been used and folks that use their rubric that they have from another resource or something like that, but I haven't seen one from Quality Matters. That doesn't ring a bell.

MS. FREEMAN: I know that Maria says that she is using QM. And Maria, if you would put your email address in the box, maybe Marisa can connect with you.

MR. LUMADUE: Yeah. And I just remembered, I do know now, the Wisconsin group has used Quality Matters. I know the Round 1 and 2 both have done that. Let's see, Advanced Manufacturing PLUS, I believe and the group out of Milwaukee – I can get those for you, Maria and send you their information, because I was up there at Interface. They had a conference last spring and they were talking about – they had sent different folks who had done the online training for QM. They actually sent their own people to do it.

MS. FREEMAN: I also know that the Massachusetts people who are doing online training use Quality Matters for their online work. So I'm going to put that contact person in the chat box for you.

MR. LUMADUE: Good. Yeah. Because right now, we just finished up Round 1 at the end of September. So all their stuff is finally in there. So the other groups that are maybe using Quality Matters may not have – or are in the midst of doing that, haven't uploaded their materials yet with the QM rubric. So that stuff will be coming in, but it's good that you asked the question now so that we can get this going, because this is really how we want the communities to work as well. Because not everything is in there yet, but people are doing things in those areas, in these spaces and using these different things.

And so we can help each other that way. So good point. Anything else on that? And we'll go ahead to –

MS. FREEMAN: No. I don't think so.

MR. LUMADUE: – look at the Creative Commons voluntary licensing template. So again, just checking it off. You can use the 4.0 CC-BY license. It's not required for Round 2. You can still use the CC 3.0, but if you haven't done your materials yet, you might as well just go ahead and use the latest and greatest 4.0 CC-BY license. And if you want to know the difference, ask Paul Stacey. I think I know off the top – I don't really know the most technical answer, but I think it's more about the 4.0 has to do with the international license on it, but we can get that information if you really need it and let you know.

But you can see, this is a real quick document, filling out, making sure that you've fulfilled all the requirements on that, just a checklist there. And again, the SGA requirement for your round. So Round 2, it's right here. And so making sure you have the CC-BY license on all your materials. And once again, for you guys, for Round 2, you're under the 3.0, but you can put 4.0, if you want, on your – you can use the 4.0 license. Any questions on Creative Commons?

I think that's pretty much straight forward. I know we had a lot of questions early on, but we appreciate Paul Stacey and the help that he's provided all you grantees and has helped us put the page together on Creative Commons. And again, we looked at this earlier, but there's a whole page here just on Creative Commons and FAQ and even a link to the website so you can actually find out from there the difference between a 4.0 and 3.0.

But that's pretty much straight forward on the Creative Commons. The other piece is the subject matter expert review. And so here again, what did you use? This is a voluntary template. So you want to describe a resume. Some folks have put in an actual resume and I'm going to give you a couple examples here we'll look at it. But just some things that you can describe your SME and then the quality assurance rubrics that you use to conduct evaluation for the content produced by the grant.

And then did you work with an industry partner in that whole area? And all this is to help you think through the process. And so once again, when people come in and look for material, they

want to be able to know that this is good quality stuff and that it's been vetted and you worked with – the more information you put here, the better. It really helps your stuff rise to the top, the material that you've done.

And you've probably done all this work. So it helps people feel comfortable when they look at material and say, it's just OER and it's junk. Well, it probably isn't junk if they've gone through all this extra work and actual SMEs, go look at their stuff. So once again, the signing there and the date and you can add that, the requirements by round about the SME requirements. So that's there. Let me pull up a window here of an example.

This is from the Pennsylvania Consortium of Community Colleges. And it might be helpful if I put that in the chat window; wouldn't it? So let me do that. I'll put the handle there so you guys can look at that offline. And basically, what I just did to find that in the search window, I just typed subject matter expert report or evaluation and that's how I came up with it. So let me pull the second one there.

Can you – OK. It's SkillsCommons.org/handle/TAACCCT3300. And it's the Pennsylvania Consortium of Community Colleges. And so they actually have a 71-page report in here and it's a megabyte, but you can look download it, look at it and then they have the resumes for the folks that were part of their review process for their different courses. So they put all theirs together in one submission and they put theirs in, as you see, the program support material collection.

So Pennsylvania Consortium of Community Colleges, you can look in there and program support material collection. You should be able to find it pretty easily.

MS. FREEMAN: I'm sorry, Rick, say that again and I'll type it in. The Pennsylvania Consortium of Community Colleges; is that what you said?

MR. LUMADUE: Correct. And the next one is, real quick, one from MoHealthWINS. And so they have an adult learning academy SME review and then the guidance SME review for their courses. And so just two examples here. This one is – everything's the same, Jenny, as the first one, except the handle, 3300, will be replaced with 2571 after TAACCCT. But folks, there's a lot more that have been added recently since the Round 1s have finished. So if you need any kind of templates or guidance, that's basically why I'm showing you these examples to help give you some ideas of what other folks have done.

So that's the SME. Do we have a question? So that question, Jennifer, would go by your statement of work if it was marked as – if you guys indicated that in your statement of work. But if that would be one of your deliverables for your program support materials, then you need to upload it. So that's really what you need to go by is your statement of work or your proposal for your program.

MS. FREEMAN: So Jennifer then asks, "Rick, don't all materials need to be reviewed by an SME?"

MR. LUMADUE: Well, instructional materials I would definitely, but I'm not sure, like for example, a brochure, a newsletter or something like that necessarily needs to be reviewed by an SME. I think those are, again, explaining the SGA and by your statement of work, which you indicated.

MS. FREEMAN: Yeah. And just so people know, at the end of Rick's presentation, we've included some slides that have specific language from the SGA and specific language from the department of labor's FAQs. So those particular questions about exactly what the SGA is looking for are also likely answered in that FAQ document, which is, like I said, summarized at the end of the slides if you want to look there and also, on the document that we uploaded that's in the file share.

And Margaret confirms your sense of it, Rich, that only instructional materials need an SME review.

MR. LUMADUE: So here it is – (inaudible) – of the deliverables produced through their grant, dah, dah, dah – so it's all listed right here. It's going to be specific to your deliverables that were spelled out in your statement of work when you submitted your proposal to TAACCCT. So let's go ahead and look at the last area here, and this one is just real quick, to help you with the metadata standards. So if you're using a learning registry or an LRLM metadata initiative, you can indicate that, packaging standards for aggregate level courses, like in aviation, industry CBT committees, Common Cartridge if you used IMS global learning, consortiums Common Cartridge or SCORM and standards for data sharing.

So these things, you may want to use that to help you with making sure that the materials can be reused. And again, it's by the – you know, one of the requirements of the SGA is that online course materials would be, I believe, from SGA 2 on was Common Cartridge. It may have been added in 2 and then is required, I think in 3 and 4, but from 1, I know it for sure it was SCORM and then Common Cartridge was added in 2. But anyways, that's just there for you as well. Once again, it's voluntary.

If it helps you, great. So once again, the SGA requirements by rounds on what these different pieces mean here about the metadata standards for your materials for the online stuff, courses and things like that might be submitted. So I hope that's helpful. That's a quick review, but once again, all this material and everything you can download, reuse, rebrand, whatever you want, whatever is helpful for you. That's why it's here. (Inaudible) – something or something you think, wow, it'd be great to have that or this other piece, please let us know and we'll get something together so that it can be helpful, I'm sure for everyone as well.

So that's about all I have, Jenny and I guess we can pause for Q&A or quickly review some of the Q&A questions that DOL has placed on here as well about the SGA for Round 2.

MS. FREEMAN: OK. It looked like Maria was starting to write a question. I don't know, it disappeared. But if anyone has questions, please type them in. And in the meantime, Rick, why don't you review those slides at the end so people can see what's there while folks are typing in their questions.

MR. LUMADUE: OK. Let's see, I'm going to scoot up here real fast, everyone. Don't worry, you're not missing anything. These are the screenshots of what we looked at. So we're in question time. So if you've got questions while I go through here, feel free to post those in the chat window. But here, I just talked about the Creative Commons attribution license. Again, the requirements there for the SGA is that it's 3.0, but the question will come up, can I use 4.0, yes, you can.

The grantee will – (inaudible) – all-new source code developed or created with grant funds on an open license accessible to either the Free Software Foundation and/or the Open Source Initiative and work that must be licensed under the CC-BY, includes both new content created with grant funds and modifications made to preexisting.

MS. FREEMAN: Excuse me, Rick –

MR. LUMADUE: Go ahead.

MS. FREEMAN: – if you can take a break for that, why don't we jump to Dave's question. Dave wonders, "Did I see where that employers need to review course materials? Is that something that you mentioned earlier?"

MR. LUMADUE: So that's only if you – you can select employers to review your materials, but they wouldn't necessarily be an SME. They may be one of your SMEs, but they're not required to review your materials. The requirement is that you had an industry partner that you work with. And this question comes up quite a bit. So while we didn't work with an industry partner to develop, for example, our support materials or something like that or a course, with that case, that field still needs to be filled out when you go through the submission process. So just put the department of labor if you didn't have an industry partner in a certain area.

MS. FREEMAN: And so then Janice asks – she wonders, "Are the employer advisory committees supposed to review the curriculum in addition to the SMEs?"

MR. LUMADUE: That I'm not exactly 100 percent sure on. I think that's really how you had structured your statement of work, how you were going to work with your industry partner to do that. So unless Samantha or Jennifer, do you know specific –

MS. FREEMAN: Well, I think Janice might be blending the notion of what good practices in terms of developing TAACCCT industry aligned curriculum and what the requirements for the upload of curriculum are. So the requirements for uploading your curriculum that has been developed is that it be reviewed by an SME, but prior to that, as you're developing curriculum, DOL has said and we've emphasized, through our technical assistance, that the curriculum really needs to be reviewed.

It's industry aligned when you work with industry to align it. You know, you have to – it's going to be strongest curriculum when you've got employers who are either on an advisory committee or in some other structure format, looking at your curriculum and telling you what it needs to

contain. So that's a general expectation for all of the work that we do through TAACCCT that employers are involved, but in terms of the specific requirement for the upload, that's where the SME requirement comes into play. I hope that clarifies, if that's – hopefully I interpreted your question correctly, Janice.

Does anyone else have questions? Or Janice, do you have a follow up? If you all do, just type something in.

MR. LUMADUE: And then as they're doing that, there's a statement here about the third-party review of the deliverables. So what we just talk about there already. It may be the details of our – yeah. Because it's not that specific on who your third-party subject matter expert are, but you can use industry and faculty, both, or other third-party folks to review your material based on qualifications. So some may be your industry partners that may be your most qualified, depending on what the content is.

Then of course, we just look at this, the repository and for your OER that you're building through the TAACCCT grant is at SkillsCommons. And then begin uploading products as soon as possible. So once again, as you go through the process, and even if you haven't yet, you haven't gotten your account and all that, just go ahead and get that set up. We'll get you set up in SkillsCommons with your grant project.

And if you're a little nervous or weary about doing this upload process, feel free to maybe try one or two before you do a whole bunch and then just send me a link to what you've already uploaded to review and give you some feedback to help you feel a little bit better, maybe give you some pointers. We had a few people that kind of went a bunch of materials in and then later, there was one or two things that they had to fix on each one.

So it might be safer for you if you just got some feedback real quick. But I think we've tightened up most of those loopholes in the upload process based on what we've done with earlier grantees, but again, just offering that to you if you would like feedback, we're here to help you in that.

MS. FREEMAN: And I just want to underscore one thing that Rick said. Rick's emphasizing that you upload as soon as possible. You know, technically, it doesn't have to be uploaded until the end of your grant, but we really, really hope that you'll upload before then, because we are emphasizing for Round 4 that they use the material that has already been developed by you folks who came before them.

There's no need to reinvent the wheel when you've created so much wonderful content in alignment with your industry partners. So for the sake of the folks who come after you, we really appreciate you doing this upload. Rick, we're getting some questions that are important to get to in the last couple of minutes. Dave is wondering how many TAACCCT 1 grants have uploaded. I have the answer –

MR. LUMADUE: Yeah. I just answered that in the window, 41. And, "Is there any issue with asking an instructor that teaches the courses, dual credit, to be the" – it has to be third-party review. So Marisa, on that question, I don't think it can be the same person that teaches it.

MS. FREEMAN: No. It can't –

MR. LUMADUE: So you're talking about different than developed it or – go ahead.

MS. FREEMAN: Yeah. I mean, I'm not sure exactly who Marisa is talking about, but it definitely can't be the instructor who teaches it. My understanding is that it can be an instructor at the same college or at a different college within the consortium, but just not someone who is involved in delivering TAACCCT content.

MR. LUMADUE: OK. Again, about the different types of items, it's based on your statement of work and the SGA that you filled out according to your statement of work. How should we submit? So we've got these subject matter expert review of deliverables. I know we're getting real close to the top of the hour and folks probably have to go, especially on the East Coast. But these things will be available for you to download. I'm just trying to see if there's anything that may be of particular interest to folks that might have questions or comments about.

I think this is a question that some folks had raised on this one here about being able to use – you know, what costs and things they can use for the last six months in the final year or six months of their grant. So that's addressed there by the DOL. Go ahead.

MS. FREEMAN: There you go. Great. So those last slides were slides that were part of a previous closeout webinar that the department of labor conducted, but we wanted to add them here so you had access to them too.

So it is 5:00 o'clock and questions have slowed and thank yous are coming in. So thank you for listening and for being on this task. We know it feels daunting, but Rick has been so enormously helpful and I know that he will take emails and has been very helpful to a lot of other folks who have been involved in uploading.

So thank you so much, Rick for doing this and thank you, all of you for listening. Oh, and Rick says that he got bumped off the call. So anyway, Rick is not on the call anymore. So we're going to sign off. I guess that's a sign that we all need to hang up. Thank you all very much.

(END)