

## Practising Open Education Project Action Plan

Department and institution: University of Hertfordshire  
Faculty of Science, Technology & Creative Arts  
School of Creative Arts

Project Leader: Alan Peacock, Co-ordinator: Ashley Pinn

Date: 10 August 2011

Project Action	Start date	Completion Date	Identified Staff Role / Responsibility	Progress of action	Sustainability strategy	Outputs / OERs identified - URL	Additional comments
Report to Senior Management group	Dec/Jan 2011	Jan 2011	Alan Peacock	<b>Completed Jan 2011.</b>	Inclusion in general SMG agenda	Minutes of SMG meetings	<b>Completed.</b> Idea is to explain OER to SMG and “highlight” work in OER area across school and make more “visible” benefits of OER. This is to become a theme in future SMG business.
Webspace –our own “in-house depository” for OER’s	Sept 2010	<b>In place March 2011,</b> but only as “pilot” Draft area	Ashley Pinn, Richard Lander, Chris Moore, (taken over by Alan Peacock from Aug 2011)	Meetings and discussions with technical manager and Principal manager set up, resulting in Partial space for “OER depository set up, but not sole user ( <b>Partially completed as of Aug 2011,</b> but still needs additional work)	Ensure site is maintained and “ring-fenced for OER’s	Webspace;- <a href="http://creativecommons-arts.stca.herts.ac.uk/">http://creativecommons-arts.stca.herts.ac.uk/</a>	Still under discussion, space available on server site, but not for sole use of OER’s. A few OER’s uploaded to it as “Test/Pilot” area – <b>Ongoing.</b> Web space to be made available for ‘common’ materials from School of Creative Arts which are ‘shareable with others’ OER

							resources
Uploading OER's	From Dec 2010	ongoing	APinn, Technical manager + identified Technical officer	<b>Sample work uploaded to Jorum Open 9/5/11 – Completed, other OER's uploaded ongoing into 2011/2012</b>		JORUM > <a href="http://resources.jorum.ac.uk:80/xmlui/handle/123456789/15029">http://resources.jorum.ac.uk:80/xmlui/handle/123456789/15029</a> >	<b>Ongoing</b> – see above.
Start group area of StudyNet as form of communication, showing best practice and examples.	Jan 2011	<b>Completed Feb 2011</b>	APinn - (taken over by Alan Peacock from Aug 2011)	<b>Completed in use from 17/02/11</b>	Website to be managed ( and updated) by Ashley Pinn - (taken over by Alan Peacock from Aug 2011)	Active resource part of StudyNet	Good use of group area for discussion and uploading of relevant resources – <b>ongoing use, to be further promoted and developed through 2011/12 and after as part of School of Creative Arts Learning and Teaching developments</b>
Inclusion in FAQEC agenda's & other relevant UH committees and reporting structures.	Jan 2011	<b>Ongoing</b>	APinn, members of ILT, FAQEC etc	Minuted in StudyNet development group meeting 24 May 2011. To be included at next FAQEC meeting in September.	Actioned in FAQEC and StudyNet development group meeting agenda's	Minutes of meetings	
Meet with actual To discuss copyright, intellectual property rights	March 2011	<b>By Sept 2011 + ongoing</b>	John Chapman, Di Martin	Preliminary meeting set up,( difficult to get all stakeholders together at one time) email discussions March – June 2011. And ongoing	Further discussion and development of OER concepts and guidelines	OER's comply with Copyright and intellectual property rights clauses. Staff aware of constraints.	Ongoing

Internal ILT "ownership" and interest	Sept 2011	<b>Ongoing (no end date set)</b>	Mark Russell, Helen Birchill, Dominique Berry	Key ILT staff invited to Focus Group and one project staff member went on a "Authoring" OER projects development day.(completed) and ongoing contact	Paper for FAQEC		Contacts made and communication ongoing
<b>Pilot Project 1</b> "Camtasia" tutorials on software	May 2011	September 2011	Martin Bowman, Ashley Pinn	Progress meeting set up Tuesday 28 <sup>th</sup> June 2011 for planning of initial OER – Camtasia of Lecture for re-use.	Production of OER's for project	OER uploaded	<b>Ongoing through 2011/12</b>
<b>Pilot Project 2</b> Capturing fashion "skills- sessions" using HD camera rostrum	May 2011	September 2011	APinn, Tony Rosella, Annie Sheldon, other Fashion staff	Delayed due to major illness of Programme Tutor. Meeting set up and hoped to film 1 session as "test" for use Sept 2011 ( meeting June /July 2012) Meeting arranged week of 27 <sup>th</sup> June – 1 <sup>st</sup> July 2011	Production of OER's for project	OER uploaded	<b>Ongoing through 2011/12</b>

ajp/adp 10/8/2011