Proposed Responsibilities for Key Participants in COERC Implementation

(in no particular order)

ICAS Responsibilities

* Respond to COERC policy and procedural recommendations in a timely way (does ICAS need more meetings? A more regular meeting schedule?)
* Submits reports to the legislature on behalf of COERC or in conjunction with COSDL.
* Include reports from COERC on agenda
* Direct ICAS chair to provide information and continuity between the two groups
* ICAS is responsible for negotiating with funding agencies and in closing discussions for any grant that would support the work of COERC
* ICAS represents COERC in communication with the funding agencies (Agencies are not to directly contact COERC members)

Other policies for ICAS

* Members may not participate on COERC or review teams
* The ICAS chair serves ex-officio on COERC, and for the first year of implementation, will shepherd and educate COERC on its duties and responsibilities.
* ICAS has final authority over decisions made by COERC and recommendations regarding the interface between COERC and the COSDL.

Each Academic Senate's Responsibilities

* Appoint members to COERC and faculty review teams
* Maintain communication with appointees
* Participate and encourage participation in professional development
* When necessary, get senate approval of policies or procedures; secure resolutions or equivalent

COERC Responsibilities (Members each have 40% reassigned time for spring 2014)

* Meet goals of legislation (see legislation or grant documents)
* Submit policies and processes to ICAS for review and approval; document and archive policies and processes approved by ICAS
* Determine criteria for a text being included in COSDL
* Develop process for review teams: composition, timelines, rubrics for evaluating texts, minimum standard for text to be included in COSDL, appeal process for authors, training necessary for review and normalizing, process for communicating names of texts approved for inclusion in COSDL by discipline or alternate way to categorize the texts.
* Send regular reports to ICAS about disciplines, texts, challenges, etc.
* Prepare content for website; communicate with COSDL
* Prepare and administer (or delegate) professional development opportunities by or across segments.
* Determine which data are necessary to track to indicate success of the project; establish means by which data can be collected and stored.
* Develop process for outsourcing work to "complete" a text
* Support review teams

Other policies for COERC

* Members may not participate on review teams

Project Coordinator Qualifications

* OER experience
* Faculty member

Project Coordinator Responsibilities (50% reassigned time)

* Coordinate and facilitate COERC (chair COERC???)
* Prepare reports to ICAS and CSU as needed
* Determine meeting agenda, ensure notes are taken and processed, follow up with members of COERC on assignments and duties
* Communicate with CSU and COSDL
* Support review teams; help ensure deliverables
* Facilitate website development based upon COERC input and direction

Part Time Staff per Segment (20% assignment for each segment's part time staff person)

* Distribute information to appropriate stakeholders within each segment
* Meeting logistics
* Logistics for professional development activities in each segment
* Clerical staff for review teams and COERC members respectively by segment