Template for Openness Audit of Materials That May Be Shared as OER

Note: This template was created by University of Michigan in 2009 and revised in 2013. It is shared here under a Creative Commons Attribution 3.0 License. http://creativecommons.org/licenses/by/3.0/.

A. Background from Content Creator

1. Author(s) and Institution(s):

2. Location(s) of Material(s) (e.g. link or other file location):

3. Title(s) of Material(s):

4. Level and Program (e.g. Masters in Public Health)

5. Topics / Keywords

6. Specific Question(s) from Creator:

B. Quality Review

1. Reviewer Name & Job Title/Position:

2. If applicable, response(s) to above questions from creator:

3. Clarity of Learning Objectives: Do the materials identify specific learning objectives? Do the materials cover those learning objectives?

| |
| |

4. Clarity of Key Terms and concepts: Do the materials define acronyms and relevant vocabulary?

| |
| |

5. Scientific Accuracy: Is the content accurate and up to date?

| |
| |

6. Overall Quality of Content:

| |
| |

C. Structural Review

1. Reviewer Name & Job Title/Position:

| |
| |

2. If applicable, response(s) to above questions from creator:

| |
| |

3. Technical Concerns: How many files are there? How large is the total file size (e.g. in megabytes or gigabytes) of the collection of files? What is the range of sizes for individual files? What file formats are used? Are they shared in editable formats? Do they require proprietary software?

| |
| |

4. Privacy Concerns: Does the material contain any personal information (e.g. email, office location, and identification numbers) about or images of the author(s), students, patients, or other individuals? If yes, is there any indication that consent was received to show those identifiable features?

5. Copyright Concerns: Is there any content that is clearly noted as being created by someone other than the primary author(s)? Does it seem like any of the text or images were copy-pasted from other source, but it is not clearly labeled as coming from another author? Is there any terms of use or copyright information provided for third-party content?

6. Level of Editing Needed: Based on the technical, privacy, and copyright issues, estimate how the amount of work necessary to make the necessary editing and formatting changes to share the materials as OER.

7. Level of Publishing Needed: Indicate if the course needs any specialized layout in the OER publishing platform. Where do you need clarity from the author(s) on how to structure the materials on the website?

8. Next Steps: Is there an appointed individual who has the skills or can be trained to complete the editing and publishing? Are there additional file(s) that need to be collected? What is the cost, work estimate, and proposed timeline for sharing the files as open educational resources?