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OER Consultation Notes

Instructor(s)	Librarian(s)	Date

Course Basics

List basic information about the course, when/how it will be offered, and to whom. Sample questions: Is it a new course? Online, face-to-face, or hybrid? Synchronous or asynchronous? Who may enroll? How will course materials be shared with students? When does it begin? Is a syllabus/schedule available?

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Content & Information Needs

Take notes about the content of the course. What are the goals and learning objectives? What topics will be covered in the course? What types of resources are needed (e.g., text, videos, images)?

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Instructor Interest, Awareness, & Expectations

Take notes about what sparked the instructor(s)' interest in OER. What are their previous experiences with OER, and how would they describe their level of awareness? What are their previous experiences with Creative Commons licensing, and how would they describe their level of awareness? What are they hoping to accomplish during the consultation?

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Course Material Samples

List any relevant resources you locate together during the consultation. Take note of how the instructor perceives quality of the resources.

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Resources Discussed

List brief descriptions and links to any resources discussed during the consultation.

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Contact Details

Paste email or notes about the initial contact below. Include instructor contact information (title/department/email/etc.)