Kickoff Call Script

**Pre Kick-Off Tasks and Communication** *(this happens at end of Vision meeting* IF you have one*)

- When setting meeting, remind SME that a draft of Course map is due -5 days before kickoff.
  - Please review and have suggestions for improvement ready.
- Try to allow 2-3 weeks from initial contact (vision meeting or initial email) to kickoff date.
  - Make sure to invite ID Manager (optional attendee)
- For Publisher eText/Content: find out the status of the vendor build. When will it be done?
  - CONTACT ID Manager, Digital Integrations Coordinator
- Send instructions for accessing OneDrive location

**Administrative Items to Cover in Meeting**

- *Record the meeting!!!! You’ll add the url for the recording into OneDrive later.*
- Briefly review the Vision Statement and scope from last meeting
- Review Roles - ID, SME, PC, Librarian, etc.
- **REMINDER that SME is providing ORIGINAL CONTENT unless contract says otherwise**
  - We will run it through TurnItIn via the SME TurnItIn Content shell
- **NOTE:** If this is an OER or a course that will require extensive writing from the SME, the ID can suggest the PC request a copy editor/writer after review of the first content submission. Copy editor/writers are additional contracts to outside individuals.
- Review Course Map Draft with SME
- Review from Vision meeting:
  - QUIZZES (if indicated on map)
    - One location (Publisher) – only go into D2L if no publisher option.
- Digital Content
  - Alert team if specific vendor build done.
    - Does the SME have access?
- How will you work? - your workflow - communication preferences
  - Email? Bi-weekly webex?
  - Walk through documents location (OneDrive) and how to access
  - Set Deadlines (see Deadline tab in Course Map)
    - Suggest delivery of another draft in a week if current map draft is unsatisfactory.

**Explorations:** To give your SME a sense of the design we can do, enroll them as a Student in the Exemplar Assets course. SME should be familiar with what an exploration is from the SME Orientation (see SME Resources for Course Development).

**Course Development**
Documents used during development are found on the shared drive.

**Reminder:** Read-only copies of most of these documents were part of the SME Orientation.

1. Development Milestones Checklist
2. Course Map
3. Course Content Template
4. Syllabus Template
5. Major Assessment Template
6. Course Changes
7. Course Content Gathering Method (provides a process for creating explorations)
8. Student Learning Hours
9. Bloom’s Taxonomy

**Post KickOff**

Send email summary of meeting with action items as well as a pointer to the recording