

Indiana University eText Initiative Implementation Checklist

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- 1) Reach out to an institution that has a successful eText program
 - a. Discover potential issues
 - b. Discuss the terms of their deals
 - c. Determine if your institution can mimic their deal or needs to adapt to meet your internal issues or goals
- 2) Create web presence to consolidate eText information for university
 - a. Web presence should be a gathering place for all information related to eTexts. This includes work being done at the institution and elsewhere in higher education
- 3) Begin subsidized pilot programs
 - a. Reach out to publishers/platform providers to assess interest
 - b. Gather small group of faculty (8-10) who are interested in using eTexts in their classroom.
 - i. Focus needs to be around using the new digital tools in class, not simply providing students with a free book
- 4) Assess, Assess, Assess
 - a. Gather data from the pilot programs
 - i. Review both students and faculty perception of eTexts, including how the students felt the faculty utilized the technology.
 - b. Based on first round of pilots, adjust focus if necessary
 - i. Were there problems with the software?
 - ii. How was the content?
 - iii. What can be changed in the second semester of pilots to potentially improve the pilot?
- 5) Begin reaching out to the faculty and students
 - a. Meet with faculty councils
 - b. Meet with student councils
 - c. Meet with members of administration
 - d. Communicate the objectives of your initiative throughout your institution
- 6) Begin reaching out to a publishers and platform providers
 - a. Start discussing terms you value – terms that you don't
 - b. Issue an RFP
 - c. Select a single platform provider
 - d. Sign deals with the publishers
- 7) Communicate, Communicate, Communicate