**Topic:** 18.03SC Differential Equations (OCW Scholar)  
**Date:** Wednesday, March 30, 2011  
**Who:** Haynes, Jerry, Heidi, Dan, Cheryl, Eliz

**Development timeline:**

* Planning: April – May
* Content development: June – August
* Website build: September – December
* Publication: January, 2012

**Course Organization and Terminology**

Will follow organization of 18.03 as it is currently taught on campus

* Four Units / 36 Sessions + 4 Exams
* Sessions include assets (next page), including recitation content

**Team**

* Publication: Eliz, Cheryl, Dan
* Content: Haynes, Jerry, Heidi, (students and TAs)
* Production: Kate, Joe, Sapient Authoring Team

**General Considerations**

* We can eliminate the need for a textbook by expanding and improving the notes
* We can align Mattuck videos from 2003 by using cue points (select start/end points)
* There are few (if any) new Intellectual Property issues (using already published content)
* We do not yet know if new technology/functionality is required.

**General Considerations**

* Content Team
  + Review asset plan, schedule, team requirements [Due April 15th ]
  + Develop Course Outline (Units & Sessions, not details in sessions) [Due April 15th ]
  + Recruit additional students & staff: students, recitation talent [Due May 29th ]
  + Review/Revise/Approve Project Charter/Scope Requirements [Due May 29th ]
* Publication Team
  + Draft Project Charter/Scope Requirements based upon content team input from their meeting about asset development & team requirements [Due: May 22nd]
  + Hold kick-off meeting with Production Team using Charter/Scope Requirements draft [Due April 15th ]
  + Review/Revise/Approve Project Charter/Scope Requirements [Due May 29th ]

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| **Available Assets** | **Comments** | **Who** |
| * Notes & Exercises (Mattuck) | * Find original LaTeX files of Notes (if they exist) * Prepare figures (from hand drawn) in Notes * LaTeX the Solutions, including figures | Jerry  Student hire? Tea? |
| * Supplementary Notes (Miller) | * Yes, these will be used | Haynes |
| * Lecture Notes (Miller) | * Expanded content * LaTeX, including figures | Haynes/Jerry/Heidi |
| * Video Lectures (Mattuck) | * Review and select * 60% still aligns with new organization | Haynes/Jerry/Heidi |
| * Video Lecture Transcripts & Subtitles | * Use transcripts to aid the lecture selection | Haynes/Jerry/Heidi |
| * Recitation problems with solutions | * 26 Recitation sessions * Will be incorporated into Session pages * Each recitation includes several problems * Select from existing pool of recitations | Jerry |
| * Assignments with solutions | * Choose more/different problems from existing pool | Jerry / (John Lewis?) |
| * Exams with solutions | * Choose from existing pool | Jerry |
| * Mathlets | * Mathlets are used in lecture and in assignments * Record Mathlet Video introduction * Create videos for Mathlets to demonstrate use – voice-over computer screen capture | Haynes |
| * Slides (In-class flash-card voting mini-quizzes) | * Improve/expand these * Two per Session * Offer wrong-answer explanation | Haynes/Jerry/Heidi |
| * Muddy Card Feedback (detailed explanations of questions students asked after class about the lecture) | * Determine best way to incorporate these | Haynes |
| **New Assets** | **Comments** | **Who** |
| * Recitation videos | * One recitation video per session (with rare exceptions) * Recitation problems from existing pool * Record video intro to recitation video | Jerry  2 recitation instructors (new hires) |
| * Course Intro video | * Record course overview | Haynes |