TIDEWATER COMMUNITY COLLEGE
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No. 2108   Rev: 2

Policies and Procedures

Date: December 20, 2016

Subject: Use of Open Educational Resources

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1. <u>Purpose</u>

This policy provides guidance to faculty in achieving the following outcomes through the utilization of Open Educational Resources (OER) at Tidewater Community College: improve student success through increased access and affordability, and improve teaching efficiency and effectiveness through the ability to focus, analyze,

augment, and evolve course materials directly aligned to course learning outcomes. Faculty will be supported in their use of OER to achieve both of the stated outcomes.

2. Policy

Tidewater Community College (TCC) shall make use of OER materials in accordance with the provisions of Section 12 (Intellectual Property) of the Virginia Community College System Policy Manual; the Creative Commons licensing standards; the Digital Millennium Copyright Act of 1998; applicable state and federal copyright laws; accepted best practices of the OER community; and college policies and academic standards.

Faculty who incorporate OER materials into their courses shall assume all responsibility for maintaining the integrity of the course content as related to copyright and scholarly merit.

In order for a course to carry a Z designation within TCC's Student Information System, faculty must follow the procedures contained in this policy. Faculty who adopt OER content are strongly encouraged but not required to meet Z standards.

3. Responsibilities

The Vice President for Academic Affairs & Chief Academic Officer (CAO) shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

4. Procedures

The following procedures shall be followed when adopting OER to improve student success and to improve teaching efficiency and effectiveness:

4.1. OER Training and Professional Development

TCC shall offer an *OER Pathways* course for faculty interested in teaching with OER. *Pathways* shall be facilitated by designated Librarians at each campus. Successful completion of *Pathways* is required for faculty who are either (a) seeking a Z course designation, or (b) teaching a course that is designated as a Z course. Completion of OER Pathways is not required for faculty who wish to incorporate OER into a course, although it is highly recommended.

4.2. Quality Standards for OER

As subject matter experts, faculty are responsible for selecting OER of equal or greater quality than commercially distributed publisher content currently available for adoption. All OER materials selected for inclusion in any course must align directly to the course learning outcomes as reflected on the Official Course Outline housed in i-INCURR.

4.3. OER Selection

Faculty are to use only materials that are published under a Creative Commons License or exist in the Public Domain. Faculty are encouraged to employ the following OER Community standards in the adoption of OER: Retain, Reuse, Revise, Remix and Redistribute.

4.4. OER Support

Librarians shall serve a central support role for all faculty wishing to incorporate OER into a course. Among the support provided by designated Librarians are facilitating *Pathways*, preparing OER LibGuides, and assisting faculty in the location and curation of OER content. Additional support shall be provided by faculty leaders, instructional designers, and an OER advisory group representing a cross-section of stakeholders.

4.5. Licensing of Faculty Original Content

Faculty who create original content which is incorporated into a Z course shall place a Creative Commons Attribution License (CC-BY) on such content at the time it is introduced into the course. It is the faculty member's responsibility to ensure that such content is eligible for and meets the standards for a CC-BY license. As such, no portion of such work may be claimed by others in whole, in part, or as a derivative work. This requirement is mandatory for Z courses and strongly encouraged for OER courses.

4.6. Z Course Instructor Qualifications

In order to teach either a new or existing Z course the faculty member must have successfully completed the *Pathways* course. In addition, regardless of the Z course delivery method (traditional, online, or hybrid), the faculty member must meet one or more of the following criteria: (a) be certified as an online instructor (b) have completed the TOPS or TOPS-Elite course or (c) provide documentation of proficiency in the college's Learning Management System equal to or exceeding requirements (a) or (b). In no case shall an instructor be permitted to teach an online Z course without having completed all of the requirements for online instructors.

4.7. Develop-Adopt-Adapt Approach

Courses in a Z program (degree or certificate) shall be developed following a Develop-Adopt-Adapt approach.

Z courses are developed once by a Course Developer using the Z Course Mapping Template to align OER to course learning outcomes. The Course Developer shall provide module-level objectives aligned to each course learning outcome. In addition, a description of the OER content, the location of the OER content (i.e., the URL), licensing information, and methods of assessment shall be provided as outlined in the Z Course Mapping Template. No content shall be entered into the college's Learning Management System or other platform until

the Z Course Mapping Template has been reviewed by an Instructional Designer.

A course developer shall have two options to make a Z course available to a course adopter: Whole Course or Course Content. The Whole Course includes the entire course structure and a set of links to an eText in Candela. The Whole Course shall be made available via the college Learning Management System either as a course cartridge or through the course copy process. The Course Content option does not include exams and other course information and shall be made available as a set of links to an eText in Candela. In either case, the adopting faculty member shall not have page-level edit rights to Candela until after they have taught the course in two different semesters.

Adaptations that substantially change the nature of a Z course require review and approval by the Vice President for Academic Affairs & Chief Academic Officer or his/her designee to ensure proper licensing, attribution, and alignment. Any change in content that impacts the alignment between an OER and a course learning outcome is considered a substantial change. Adaptations shall be documented in a TCC OER Master Course File maintained by the District Academic Office.

4.8. Z Course Publication

All Z courses shall be published in an electronic format in a manner that permits access to the course content, course materials, and course assessments. Z courses shall be published by the OER Coordinator in the [TCC open course catalog](#).

4.9. Authorization for Z Course Creation

Only those courses that contribute to a Z degree or certificate program and that are approved by the Vice President for Academic Affairs & Chief Academic Officer shall be designated Z courses. A faculty member who wants to either (a) have a Z designation placed on an existing course or (b) create a new Z course must present such request to the Vice President for Academic Affairs & Chief Academic Officer for consideration. The request shall be evaluated based on the quality of the course, impact on student success, compatibility with broader program-level OER efforts, and adherence to Z course standards.

4.10. OER Course Attributes

Division offices shall use the OER Course Attributes designated by the VCCS. The OER course attributes include LT40 (course textbooks and course materials costs are less than $40) and ZERO (no cost for course textbooks and course materials). The ZERO course attribute includes OER and Z courses at TCC.

In addition to the VCCS course attributes, all TCC Z courses shall be identified with a "z" as the second digit in the course section number. A Z course at TCC

shall have both the ZERO course attribute and a "z" as the second digit in the section code.

4.11. Continuous Improvement

Faculty who teach a Z course must document utilization of data regarding the effectiveness of the OER content in achieving learning outcomes. Data shall be collected regarding, among other things, student engagement with the OER content, appropriateness of OER content, and student performance on assessments. In addition, data shall be collected at the section level for Z courses for comparison to non-Z courses with regard to student persistence, retention, and success. In order to meet this requirement, all OER content must be accessible through the college's approved Learning Management System regardless of the course delivery method (traditional, hybrid, or online). The only exception to this requirement are courses using MyOpenMath. Z-courses shall be reviewed by the Vice President for Academic Affairs & Chief Academic Officer or his/her designee on a three-year cycle to ensure quality standards are being met.

5. Definitions

Copyright. Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished work.

Creative Commons License. Creative Commons licenses manage the copyright terms that attach automatically to all creative material under copyright, and allow that material to be shared and reused under terms that are flexible and legally sound.

Open Educational Resources (OER). OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.

Public Domain. A work of authorship is in the "public domain" if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission of the former copyright owner.

The Commons. Refers to the body of work that is available to the public for free and legal sharing, use, repurposing, and remixing.

Z Course. A TCC course that has been developed by a subject matter expert who has successfully completed the OER Pathways course. The selection of OER content has been made in accordance with the Z Course Mapping Template and is comprised solely of content that is published under a Creative Commons License or exists in the Public Domain and meets the 5R Open Course Design Framework—retain, reuse,

revise, remix and redistribute. All content in a Z course must be accessible through the college's designated Learning Management System.

Z Program. An associate degree or certificate offered entirely with open educational resources eliminating textbook costs as a barrier to student success. All courses in a Z program must meet Z course requirements.

6. <u>References</u>

<u>VCCS Policy Manual, Section 12, Intellectual Property</u>, subparagraphs 12.0 through 12.0.11

<u>Creative Commons</u>

7. <u>Review Periodicity and Responsibility</u>

The Vice President for Academic Affairs & Chief Academic Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. <u>Effective Date and Approval</u>

This revision of the policy is effective upon its approval by the College President on December 20, 2016.

Policy Approved: Procedure Developed:

<u>Edna V. Baehre-Kolovani, Ph.D.</u>   <u>Daniel T. DeMarte, Ed. D.</u>
President   Vice President for Academic Affairs &
                                           Chief Academic Officer

9. <u>Review and Revision History</u>

The initial version of this policy was approved August 8, 2013 by President Edna V. Baehre-Kolovani, Ph.D.

- Based on implementation and experience in pilot year one of the Z-Degree, Revision 1 includes:
  - o Strengthening the purpose, policy, and procedures.
  - o Additional definitions.
  - o Recognition of 'Z' as a distinct OER option at TCC, but not the only option. The 'Z' designation carries a higher set of standards and expectations.
  - o A more appropriate definition of Open Educational Resources.

- Approved August 25, 2014 by President Edna V. Baehre-Kolovani, Ph.D.

Revision 2 includes multiple updates and two new sections. Section 4.7 introduces a course design methodology for Z courses. Section 4.10 introduces OER course attributes to be used in SIS.

- Approved December 20, 2016 by President Edna V. Baehre-Kolovani, Ph.D.