



Policy Number: I.33  
Policy Level: Operating Policy  
Originally Issued: March 9, 2020  
Policy Owner: Vice President for Academic Affairs/Provost  
Policy Implementation: College Deans

# Open Educational Resources (OER)

## I. Policy Statement and Purpose

The University encourages and supports staff and students to use, create, and publish Open Educational Resources (OER) to enhance the quality of the student experience; improve student access, success, and completion; enhance the provision of learning opportunities for all; increase teaching efficiency and effectiveness; and promote innovation in teaching and learning.

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. OER materials shall be used in accordance with the [Digital Millennium Copyright Act of 1998](#); applicable state and federal copyright laws; the Creative Commons licensing standards; accepted best practices of the OER community; and college policies and academic standards.

## II. OER Procedures and Responsibilities

The Vice President for Academic Affairs/Provost is responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Alabama Commission on Higher Education and the laws and regulations of the State of Alabama.

Faculty, as subject matter experts, are responsible for selecting OER of equal or greater quality than commercially distributed publisher content currently available for adoption. Faculty are to use only materials that are published under a Creative Commons License or exist in the Public Domain. Faculty should employ the following OER Community standards in the adoption of OER: Retain, Reuse, Revise, Remix, and Redistribute.

Librarians will serve a central support role for all faculty wishing to incorporate OER into a course. This support can include the location of existing OER appropriate for the class, how to cite material, assistance with open licensing, and recommendation of repositories and other avenues for distributing and archiving OER.

The Office of Instructional Design Services will assist faculty in implementing OER into courses.



Policy Number: I.33  
Policy Level: Operating Policy  
Originally Issued: March 9, 2020  
Policy Owner: Vice President for Academic Affairs/Provost  
Policy Implementation: College Deans

### III. Creating OER

Faculty creating and publishing OER understand that these materials are designed to be shared without financial compensation. Creation of OER by Athens State University faculty must comply with the [Intellectual Property: Ownership of Created Works](#) policy of the University. When creating and publishing OER, the copyright owner(s), author(s), date, and Creative Commons license applied must be visibly attributed.

Written and interactive digital teaching resources created by Athens State University faculty will be published in the Alabama OER Commons and any other appropriate repositories or public-access websites in order to maximize discovery and use by others. Where OER have been created as part of an externally funded activity, any storage and/or repository locations mandated as a condition of the funding will be used in addition to Alabama OER Commons.

### IV. Using and Licensing OER

OER used by Athens State University faculty must exist in the Public Domain or be published using one of the following Creative Commons attribution licenses: CC BY (**Attribution**), CC BY-SA (**Attribution-ShareAlike**), CC BY-NC (**Attribution-NonCommercial**), or CC BY-NC-SA (**Attribution-NonCommercial-ShareAlike**) [See the [Athens State University OER LibGuide](#)]. It is the responsibility of faculty and staff to ensure that they have the necessary rights to publish an OER and that all resources published comply with the terms of the license of use and with all relevant policies (e.g. copyright, accessibility). When using OER, the copyright owner(s), author(s), date, and Creative Commons license applied must be visibly attributed.

#### **OER Training and Professional Development**

Faculty planning to utilize OER materials in a course should attend one or more OER Training Workshops sponsored by the University.

#### **OER Technical Format**

All OER materials selected for use by faculty must be compatible with any learning management system used by the University and must comply with the University's [Electronic and Information Technology Accessibility](#) policy .



Policy Number: I.33  
Policy Level: Operating Policy  
Originally Issued: March 9, 2020  
Policy Owner: Vice President for Academic Affairs/Provost  
Policy Implementation: College Deans

## **V. OER Quality Assurance**

Selected OER must be 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 outcomes as reflected on the official course syllabi.

OER materials that are used must be published under a Creative Commons License or exist in the Public Domain. The following OER Community standards should be employed: Retain, Reuse, Revise, Remix and Redistribute. When creating and publishing OER, the Creative Commons license must be visibly attributed.

Faculty and staff must coordinate with the OER Librarian to collect data where possible on usage of their OER.

## **VI. Responsibility for this Operating Policy**

### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the Vice President for Academic Affairs/Provost is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Dean's Council, the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the College Deans.