

Section:	Academic / Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to encourage the adoption, adaptation, and creation of Open Educational Resources.

PROCEDURE

DEFINITIONS

Commercial use	Materials that will be offered for sale or license and that are intended to generate sales revenues or royalties.
Content developer	Anyone who develops teaching and learning materials.
Copyright	As defined in the <i>Copyright Act</i> , the exclusive right of the copyright owner to reproduce, scan, distribute, perform, publish, adapt, translate and otherwise control a work, or any substantial part thereof.

The official controlled version of this document is held in the Board of Governors Office.

Copyrighted works

Any original literary, dramatic, scientific, musical or artistic work, created and fixed in a tangible form. These include, without limitation, both published and unpublished works.

Creative Commons (CC)

A non-profit organization that provides a system of open licences as a standardized way to allow copyright owners to give the public permission to share and use copyrighted works on conditions chosen by the owners. For more information about Creative Commons, refer to the Creative Commons website at <https://creativecommons.org/licenses/>.

Creative Commons Licences

A suite of widely accepted, globally recognized open licences provided by Creative Commons to enable copyright owners to choose the conditions by which their creations may be shared and used by the public. There are various types of CC licences and their terms of use are governed by the type of licence issued to the user.

OER adoption

A practice of selecting existing OER for use in a course without any change.

OER creation

The preparation, production, and online sharing of OER.

OER integration

Incorporation of OER into the curricular and pedagogical practices of a course or program under the "five Rs" of reusing, revising, remixing, redistributing, and retaining materials, as defined by opencontent.org.

Open content

For the purpose of this procedure, this term has the same meaning as Open Educational Resource or public domain materials.

Open Educational Resources (OERs)

Teaching and learning resources, in any medium, digital or otherwise, which reside in the public domain (PD) or have been released under an open license that permits no-cost access, reuse, revision, remixing, retention, and redistribution by others, with no or little restrictions.

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Open licence

A standardized way for copyright owners to grant permission for access, use and distribution of their copyrighted works. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.

Public domain

Information and/or materials that are not protected by copyright, because either the term of copyright protection has expired, or the copyright owner has waived copyright protection.

GOVERNING PRINCIPLES

1. The objectives of this procedure are to:
 - a) Build capacity among academic and support staff to use OER appropriately in their professional engagements.
 - b) Develop awareness about the concepts and practices related to OER among all employees.
 - c) Enhance visibility for the institution through leadership on OER adoption, creation, and integration in an applied education context.
 - d) Ensure support for utilization of available tools, technologies, infrastructure, hardware, and software for effective OER creation and integration.
 - e) Establish guidelines for adoption and adaption of existing OER, as well as creation of new OER.
2. Open Educational Resources are governed by the “5 R” principles as defined by opencontent.org:
 - a) Retain: An individual or an institution may make and own copies of the OER it created, but the object is still shareable under a specific open licence.

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- b) Reuse: The OER's content can be reused in other ways and without limitations.
 - c) Revise: The OER's content can be revised, adapted, and/or modified to meet the institution's needs.
 - d) Remix: The content of two or more OERs can be revised and combined in new and creative ways.
 - e) Redistribute: New, revised, adapted, and modified OERs must be shared back to the public under the open licence, which in most cases will be Creative Commons.
- 3. The selection, modification and/or creation of an OER is appropriate where it is of equal or higher quality than that of commercial use content, and where it supports program and course learning outcomes.
 - 4. This procedure applies to all types of teaching and learning materials released in physical or digital format. This procedure is not applicable to governance related materials, policies, trademarks, logos, patents, or personal information.

PROCEDURE

A. Institutional Arrangements

- 1. SAIT's Reg Erhardt Library will provide institutional support for OER selection and use, which will include training employees on OER practices and concepts.
- 2. SAIT's school and division leadership play a central role in providing support to Content Developers to adopt, adapt, or create suitable OERs.
- 3. When appropriate, OER should be published by the content developer in a repository or public-access website in order to maximize discovery and use by others. The Reg Erhardt Library will support this process.
- 4. SAIT will set up a mechanism for the creation and public distribution of OER using appropriate technology.

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5. Curriculum project proposals will include OER evaluation as part of the proposal.
6. Research on the production, use, and integration of OER and its impacts shall be encouraged across the institution.

B. Copyright and Licensing

1. SAIT retains copyright in all teaching and learning resources developed by its staff per [AC.2.11.1 Intellectual Property](#), and as such determines who shall be responsible for the assignment of an appropriate open licence. Decisions regarding appropriate licences should be made by the content developer's academic chair, manager, or director in consultation with the content developer. Such permission will not be unreasonably withheld.
2. In the case of students, assignment of an open licence is governed by procedure [AC.3.10.1 Ownership of Student-Produced Material](#).
3. Whenever possible, a Creative Commons attribution licence (the "CC-BY" licence) shall be assigned to OER, so that the learning object is accessible by others.
4. For adaptations and reproductions of other open licensed works, SAIT will respect the open licence provisions and the licences therein.
5. SAIT reserves the copyright of the institutional logo used in all of its materials and does not permit use of its logo without written permission within derivatives of its works.

C. Quality Assurance & Review System

1. The quality of OER adaptations or creations will be the responsibility of the content developer; however, the required standard will be set by the curriculum practices in their school/division. An OER-specific quality rubric will be maintained by the Reg Erhardt Library to support content developer work.

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2. The Reg Erhardt Library will make available publishing guidelines for formats, metadata, etc. to facilitate the sharing of resources and to protect the institutional brand and identity.
3. Content developers who are adopting existing OERs verbatim are responsible for completing licensing documentation as required and applying the appropriate open licence and complying with its terms. The Reg Erhardt Library will provide guidelines and training on open licence use.
4. Content developers who are adapting existing OERs are responsible for completing licensing documentation as required, modifying the existing learning objects, applying and complying with the appropriate open licence, and sharing back to the OER community as applicable.
5. Content developers must ensure that they have the necessary rights to publish an OER and that all resources published comply with all relevant SAIT policies and procedures and with any applicable agreements created between SAIT and external partners.
6. Any OER that SAIT adopts must either be accessible to all students or must be adapted so that it is accessible to all students.
7. Programs will review OER used within curriculum on the maintenance cycle established in their school/department to ensure continued relevance and accuracy of content and update as required.

D. Liability

1. A work created under this procedure must acknowledge SAIT in the work.
2. Where OERs have been developed as a result of a collaboration between SAIT and an external partner, ownership and licensing is governed as per the collaboration agreement.
3. The licence declaration on the OER must follow the following format: “©Year of Publication, Southern Alberta Institute of Technology. Except where otherwise noted, this work is licensed under the terms of the Creative Commons [specify the licence to

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be used]. To view a copy of this licence, visit [link to the specific licence on creativecommons.org]”.

POLICY/PROCEDURE REFERENCE

[AC.2.21 Open Educational Resources policy](#)

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Procedure AC.2.21.1



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PROCEDURE