

Open Educational Resources (OER) Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

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| Functional category | Academic |
| Parent policy | Program Management and Advisory Committee Policy |
| Approval date | May 16, 2024 |
| Effective date | May 16, 2024 |
| Procedure owner | Vice President, Academic |
| Procedure administrator | Manager, Teaching & Learning Development |

Overview

This procedure applies to faculty and curriculum developers employed by NorQuest College. This procedure relates to the [Program Management and Advisory Committee Policy](#), which governs teaching and learning procedures and supports the development of high quality academic programs.

This procedure complies with the Memorandum of Understanding (MOU) in place with the Open Education Alberta (OEA) consortium, which provides access to publishing software and accompanying repository; and to outline the responsibilities of faculty and curriculum developers in using Open Educational Resources (OER).

The goals of this procedure are to guide faculty and curriculum developers, in the use, creation, and adaptation of OER, which are recommended to be the first choice in the selection of curriculum materials for credit courses as viable alternatives to commercially published materials. OER are free to learners, can be customized to learner needs, and, when combined with appropriate pedagogical methods, expand options to engage learners in the co-creation of learning and develop a truly enriched and holistic curriculum.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

As this procedure is envisioned to guide in the creation, adoption, and adaptation of OER, when faculty are planning OER projects that include Indigenous traditional knowledge and ways of knowing, Indigenous Peoples and stakeholders must be included as co-creators and provided the opportunity to approve or deny the use and distribution of this content. This understanding should be applied throughout the OER Responsibilities addressed within this procedure.

OER Responsibilities

1. Teaching & Learning Development and the Library will work with the Open Education Alberta (OEA) publishing consortium to continue to provide faculty with access to publishing software and the accompanying repository. When publishing OER with OEA, we are guided by the practices of this organization.
2. The Library will help faculty identify existing high quality OER to use or adapt, help ensure OER are openly accessible, make OER discoverable in the library catalogue and elsewhere, help share OER widely or with specific audiences, and facilitate the curation and preservation of OER. Librarians will work in collaboration with faculty, Indigenous relatives, and Teaching & Learning Development to provide information about OER best practices. Librarians are committed to working in

collaboration to Indigenize library resources that support OER innovation and use.

3. Teaching & Learning Development will provide faculty with professional guidance on the adaptation, adoption, and creation of OER. Faculty are expected to consult with Teaching & Learning Development prior to adapting, adopting, or creating OER to ensure copyright compliance and for quality assurance.
4. Teaching & Learning Development and faculty must engage with Indigenous Peoples and stakeholders as it relates to the use and distribution of Indigenous traditional knowledge and ways of knowing in adopted, adapted, and created OER.
5. When Programs incorporate OER into their courses, the Program Chairs, or their designate, shall assume all responsibility for maintaining the integrity of the OER content as related to copyright, scholarly merit, and college policies.
6. When choosing to incorporate OER, faculty and subject matter experts must select OER content that is current and/or relevant, and that has been peer reviewed by qualified expert(s).
7. Faculty may only use OER that are published under a Creative Commons License, other open license, or exist in the Public Domain. In order to maintain ongoing access to college OER products, faculty will submit a copy/link of created, adapted, and adopted OER so that the library can add it to the catalog, making it visible and discoverable within NorQuest's library collections.

OER Licensing

1. Faculty and curriculum developers must publish OER using a Creative Commons attribution license ([CC BY](#)) or a similar license allowing for the distribution, reuse and modification of the content. Other Creative Commons licenses (for example, licenses including non-commercial use (NC) or share-alike (SA) elements) may be used if the creators feel this is necessary or appropriate for their particular resource, or to comply with the license of any third-party content used in the resource. The Creative Commons ND (no derivatives) element is not supported, as this is not truly open. Additional information about Creative Commons

attribution can be provided by the Teaching & Learning Development team.

2. When creating and using OER, faculty and curriculum developers must clearly attribute the copyright owner(s), author(s), date, and Creative Commons license so that others can clearly understand what permissions for reuse or alteration are being granted.
3. The copyright owner will be NorQuest College for OER created at the college, with the exception of Indigenous knowledge shared by Indigenous Peoples.
4. All publication of OER material must ensure full accountability by undertaking due diligence, adhering to the directives of funding institutions and/or contract conditions, meeting requirements of existing college policy and procedure having to do with research and innovation, and meeting freedom of information and protection of privacy criteria as provincially legislated.

OER Technical Format

1. The college recommends that written and interactive digital teaching resources be published in the OEA Repository and any other appropriate repository or public-access website in order to maximize discovery and use by others.

Definitions

Creative Commons: an organization that has created a series of intellectual property licenses. Many of these licenses govern the conditions of use for OER.

Indigenous: Refers to First Nations, Metis, and Inuit Peoples of Canada.

Indigenous Intellectual Property: Includes the information, practices, beliefs and philosophy that are unique to each Indigenous culture [Ref: Ref](#).

Indigenous knowledge: Reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples in Canada. It is place-based, cumulative and dynamic [Ref](#).

Intellectual Property Knowledge or expression created with the intellect, including works, data, inventions, ideas, patents, patent applications, industrial designs, trade-marks, trade names, domain names, integrated circuit topographies, plant varieties, computer programs, circuits, biological material, chemical or other compositions of matter, know-how, confidential information and trade secrets, and other forms of knowledge that can be protected under the law.

Open Educational Resources (OER): are teaching and learning resources in any format that are published through an open license, such as creative commons, or are in the public domain.

Open License: license that respects the Intellectual property rights of the copyright owner, while granting permission the right to access, re-use, re-purpose, adapt and redistribute educational materials without restriction

Open Pedagogy: A student-centered learning approach that encourages student contributions to the development of learning resources.

Public Domain: Intellectual property with no copyright restrictions. In Canada, intellectual property is in the public domain seventy years after the death of the author.

Related information

NorQuest College

- [Academic Freedom Policy](#)
- [Freedom of Expression Policy](#)
- [Freedom of Information and Protection of Privacy \(FOIP\) Act Policy](#)
- [Program Management and Advisory Committee Policy](#)

External

- [Creative Commons](#)
- [Freedom of Information and Protection of Privacy \(FOIP\) Act](#)
- [Post-Secondary Learning Act](#)

Next review date

May 2028

Revision history

| Date | Version Number | Action |
|----------|----------------|--------|
| May 2024 | V1 | New. |