



This procedure provides guidance to faculty in achieving the following outcomes through the utilization of Open Educational Resources (OER) at the West Hills Community College District. The intent of the procedure is to enable faculty to 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 one or both of the stated outcomes.

The West Hills Community College District encourages faculty in the use of openly-licensed, high-quality electronic textbooks and other educational materials for the completion of an entire two year associate degree and/or certificate of achievement program. The materials are known as OER (Open Educational Resources), which are freely accessible materials for teaching, learning, assessment, and research. 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. The following are procedures when adopting OER to improve student success and/or to improve teaching efficiency and effectiveness:

- OER Training and Professional Development

The West Hills Community College District, in consultation with district colleges, will offer workshops for faculty interested in teaching with OER. The workshops will be facilitated by faculty, librarians, or the appropriate staff designee(s) whom possess sufficient experience in OER implementation. Successful completion of a two hour workshop is recommended for faculty who are either (a) seeking to have a course designated as a Z course or (b) teaching a course that is designated as a Z course. Completion of the workshop is not required for faculty who wish to incorporate OER into a course, although it is recommended.

- Quality Standards for OER

As content area 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-level student learning outcomes as reflected on the Course Outline of Record (COR) housed in the Curriculum Management System (CMS) and be submitted to the Curriculum Committee for approval.

- OER Selection

Faculty are to use only materials that are published under a Creative Common's License or exist in the public domain as approved by the Curriculum Committee. Faculty are encouraged to employ the following five OER Community standards in adoption: Retain, Reuse, Revise, Remix and Redistribute.

- OER Support

Faculty, librarians, or the appropriate staff designee(s) will serve a central support role for all faculty wishing to incorporate OER into a course. Among the support provided by support staff are facilitating workshop content, assisting faculty in the location and curation of OER content, and collaborating with additional faculty and staff (e.g., *LibGuides*, OpenStax, California Open Educational Resources Council). Additional support will be provided by faculty leaders and an OER advisory group.

- Licensing of Faculty Original Content

Faculty who create original content which is incorporated into a Z designated course shall place a Creative Commons CC-BY license 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.

- Course Modifications

Z courses shall be treated as any other course offered by the District and shall be regularly reviewed through the guidelines and procedures outlined by the Curriculum Committee.

- Course Publication

All Z courses will be published in an electronic format in a manner that permits access to the course content, materials, and assessments by any entity within "The Commons" after the Z course has been through two continuous improvement cycles.

- Authorization for Z Course Creation

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 submit such request to the Curriculum Committee. The request will be evaluated based on content curriculum standards, the quality of the course, impact on student success, compatibility with broader program level OER efforts, and adherence to Z Course standards.

- Continuous Improvement

Current course level outcomes (CSLO) and program level outcomes (PSLO) will be utilized to provide data for improvement during the regular program review cycle.

## 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 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 West Hills course that has been built using the Z Course template and is comprised solely of content that is eligible for distribution in the Creative Commons as part of a program, coded with a ‘Z’ in the student information system (SIS), and subject to demonstrated continuous improvement in course content, course delivery, and/or course design. All content in a Z course must reside in the district’s designated LMS.