POLICY TITLE
Open Educational Resources

POLICY NUMBER
ASOM 6.11.1

PRIMARY RESPONSIBILITY
Instructional Design Team, Center for Instructional Technology

CREATION / REVISION / EFFECTIVE DATES
Created March 2019/effective immediately

PURPOSE
This policy provides guidance to Ivy Tech Community College in achieving the following outcomes through the utilization of Open Educational Resources (OER) at the College: improve student success through increased access and affordability, improve teaching efficiency and effectiveness through the ability to focus, analyze, augment, and evolve course materials directly aligned to course learning outcomes.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, and students

DEFINITIONS
Open education resources (OER): any type of educational materials that are in the public domain or introduced with an open license that allows them to be freely copied, used, adapted and shared.

Creative Commons (CC) licenses: tools that give everyone a simple, standardized way to grant copyright permissions to their creative work through attributions of varying accommodations.

CC BY license: lets others distribute, remix, tweak, and build upon the creators work, even commercially, as long as they credit the creator for the original creation.

CC BY-SA license: allows others to remix, tweak, and build upon the creators work even for commercial purposes, as long as they credit the creator and license their new creations under the identical terms.

CC BY-ND license: allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to the creator.

CC BY-NC license: lets others remix, tweak, and build upon your work non-commercially, as long as they credit the creator and license their new creations under the identical terms.
**CC BY-NC-ND license:** only allows others to download the creator’s works and share them with others as long as they credit the creator, but they can’t change them in any way or use them commercially.

**POLICY**

Faculty, staff and students at Ivy Tech Community may wish to use OER to enhance learning and teaching while contributing to student success through increased accessibility and affordability of course materials. The College encourages faculty, staff, and students to use, and/or create and publish OER to enhance the quality of the student experience, provided that the resources are appropriate and relevant.

Open education resources are available for faculty, students, and staff under these conditions:

1. Faculty, staff, or students may utilize previously created OER. All open education materials utilized by Ivy Tech Community College faculty, staff, or students must be covered under the Creative Commons Attribution-ShareAlike 3.0 Unported license (CC BY-SA). This license allows for modifications, reworks and extensions of any of the material, and the distribution under the following two conditions: Faculty, staff, and students must provide attribution to the creator of the material, and must license any derivative version under the same license (CC BY-SA). For specific legal terms, please see http://creativecommons.org/licenses/by-sa/3.0/legalcode.

2. Ivy Tech Community College, through the Instructional Design team, maintains a repository of openly-licensed course materials that can be utilized for ITCC courses. To utilize established OER content, the course builder will attach the appropriate OER fee to the course section in Banner. If a course uses more than 50% OER material, it must have an OER fee attached in Banner.

3. Faculty, staff, and students may create openly-licensed resources. Materials created through the college's OER fund must be licensed using the Creative Commons attribution 4.0 license. Materials created will be attributed to the individual faculty member.

Ivy Tech Community College shall make use of OER materials in accordance with the provisions of 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.

Courses utilizing OER content will be published in the College’s Learning Management System that permits access to the course content, materials and assessments.

4. Ivy Tech Community College is committed to providing information that is accessible to students, staff, faculty, and the community regardless of ability or technology.

**REFERENCES**

Instructional Design Team
RESOURCES
Ivy Tech Online Instructional Design Team, Executive Director of Center for Instructional Technology

https://www.ivytech.edu/bookstore/28266.html