
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4999 Open Educational Resources (OER)

References

Title 5 Sections 53200, 59400

California Education Code Sections 66406.9, 66408, 66409, 67302, 78050-78052

Responsibilities

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these procedures relating to open educational resource adoption.

Open Educational Resources

Open Educational Resources are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. OER is aimed at reducing the cost of attending college by providing students low or free courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and other tools, materials, or techniques used to support access to knowledge.

Definitions

- A. **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 Copyright covers both published and unpublished work.
- B. **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.
- C. **Open Educational Resources (OER):** OER intellectual property license that permits their free use and re-purposing by others.
- D. **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.

- E. **ZTC Course:** Zero-Textbook-Cost (ZTC) refers to instances in which textbooks are available to students at no cost and is highlighted with a ZTC symbol on the online campus course schedule.
- F. **LTC Course:** Low-Textbook-Cost (LTC) refers to instances in which textbooks are available to students at a low cost, as defined by the OER Subcommittee, and is highlighted with a LTC symbol on the online campus course schedule.

Professional Development

- A. **OER Training and Professional Development:** The Long Beach Community College District will offer workshops for faculty interested in teaching with OER. The workshops will be facilitated by faculty, the OER/Electronic Resource Librarian, or the appropriate staff designee(s) whom possess sufficient experience in OER implementation. Successful completion of a 6-hour workshop is recommended for faculty who are either (a) seeking to have a course designated as a ZTC course or (b) teaching a course that is designated as a ZTC course. Completion of the workshop is not required for faculty who wish to incorporate OER into a course, although it is recommended.
- B. **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).
- C. **OER Selection:** Faculty are to use only materials that are published under a Creative Commons License or exist in the public domain. Faculty are encouraged to employ the following five OER Community standards in adoption: Retain, Reuse, Revise, Remix and Redistribute.
- D. **OER Support:** Faculty, the OER/ER librarian, 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 the OER Faculty Coordinator and an OER subcommittee.
- E. **Licensing of Faculty Original Content:** Faculty who create original content which is incorporated into a ZTC 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.
- F. **Course Modifications:** ZTC 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.

- G. **ZTC Designation:** It is the responsibility of the faculty to ensure their ZTC courses are clearly marked as ZTC in PeopleSoft. Faculty using ZTC shall select “Zero Textbook Cost” in the system.
- H. **Continuous Improvement:** Current course level outcomes (CSLO) and program level outcomes (PSLO) will be utilized to provide data for improvement during program and course routine review cycles.

Annual Reporting

- A. The OER Coordinator in conjunction with Institutional Effectiveness will prepare an annual report for the Vice President, Academic Affairs that conveys at minimum the following information:
 - 1. Metrics regarding the use of OER,
 - 2. Cost savings to students and reduction in textbook costs,
 - 3. College-wide adoption of OER statistics.
- B. The Vice President, Academic Affairs, will establish the timeline, may request that additional metrics or information to be included in the report, and may require revisions prior to presenting the report to the Superintendent-President.

See also: BP/AP4008 Materials Produced by Faculty and Staff and BP/AP 3715 Intellectual Property.

Approved: July 12, 2023