

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 licence and that are intended to generate sales revenues or royalties.
Copyright	The exclusive right of the copyright owner to reproduce, scan, distribute, perform, publish, adapt, translate and otherwise control the copyright-protected work. Copyright is recognized internationally, but different countries protect it to different levels.
Copyrighted works	Original literary, dramatic, scientific, musical or artistic works, or sound recordings. These include, without limitation,

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published and unpublished works, including books, textbooks, articles, software content and computer programs, CDs, DVDs, source codes, data, forms, compilations, pamphlets, lectures, brochures, advertising, manuals, charts, maps, circuit boards, feature films, documentaries, video clips, film trailers, sound recordings, drawings, cartoons, manuscripts, blueprints, architectural plans, photographs, music, and art works. These can be either SAIT-created or externally-created.

Creative Commons (CC)	An organization that provides a system of free copyright 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.
Creative Commons Licences	A suite of free, open copyright licences that Creative Commons provides and that 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.
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, learning, and research resources created with the intention of being freely available to users anywhere to use, reuse, adapt, and share without charge. Examples include but are not limited to online videos, source codes, photographs, graphics, schematics, simulations, data sets, print and e-books, print and e-work books, print and e-articles, e-labs, test banks, supporting assignments and rubrics.
Open licence	A standardized way for copyright owners to grant permission for access, use and distribution of their copyrighted works, subject to stated restrictions to accessing, using, repurposing,

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reusing or redistributing creative works. Creative Commons licences are one form of open licence.

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. An essential foundation of quality education is sharing knowledge and ideas. SAIT therefore encourages its students, instructors, subject-matter experts and instructional designers to make use of Open Educational Resources in order to:
 - a) Increase student success, through increased access to and affordability of resources.
 - b) Improve teaching efficiency and effectiveness, through the ability to focus, analyze, augment and evolve course materials directly aligned to program and course learning outcomes.
 - c) Increase excellence and innovation in curriculum development, teaching and learning while decreasing curriculum costs.
 - d) Enhance SAIT's reputation.
2. Open Educational Resources are governed by the "5 R" principles:
 - 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.
 - 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.

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- 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 better quality than that of commercially-distributed content and where it supports program and course learning outcomes. See Schedule A OER Selection Rubric, an Associated Document to this procedure.
4. A curriculum project proposal will include OER evaluation as part of the proposal.
5. Any material that is published under an appropriate Creative Commons licence or in the public domain may be considered for use in a SAIT course. For more information, refer to the Creative Commons website at <https://creativecommons.org/licenses/>. SAIT's copyright officer and librarians can also provide assistance in this regard.
6. SAIT students may print OERs for their own individual use, and instructors and employees may arrange for the printing of OERs as an activity ancillary to education, research or study purposes. However, any such printing or distribution cannot be for monetary gain. Any sale or other commercial use of OERs is a violation of non-commercial use licence restrictions and is prohibited.

PROCEDURE

A. Training and Support

1. SAIT's Reg Erhardt Library, the Center for Learning and Teaching in the Learner and Academic Services department, and SAIT's copyright officer are responsible for training SAIT employees in selecting, evaluating and using OERs.
2. SAIT's librarians play a central role in assisting instructors, subject-matter experts, academic chairs/coordinators, and curriculum specialists to locate suitable OERs.
3. SAIT's academic chairs/coordinators and curriculum specialists play a central role in assisting instructors, subject-matter experts, and instructional designers to adopt, adapt, or create suitable OERs.

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B. Selection of OERs

1. The selection of OERs includes adopting existing OERs verbatim, adapting existing OERs, and sharing the adapted learning object back to the OER community, usually through Creative Commons.
2. Instructors, subject-matter experts, and instructional designers 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.
3. Instructors, subject-matter experts, and instructional designers 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.
4. Content creators (which may include instructors, subject-matter experts and curriculum specialists) and their academic chairs/coordinators 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.
5. Any OER that SAIT adopts must either be accessible to all students or must be adapted so that it is accessible to all students.

C. Creation of OERs

1. Creation includes adapting existing SAIT learning objects or creating original SAIT learning objects, licensing those learning objects, and sharing them under an open licence, usually a Creative Commons licence.
2. The creation and use of OERs is governed by procedure [AC.2.11.1 Intellectual Property](#), and, in the case of students, by procedure [AC.3.10.1 Ownership of Student-Produced Material](#).
3. 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.

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4. Whenever possible, instructors and subject-matter experts who are creating original content shall assign a Creative Commons attribution licence (the “CC-BY” licence) to their OERs, so that the learning object is accessible by others. The academic chair/coordinator and/or dean/associate dean of the program, in consultation with the instructor, subject-matter expert and other curriculum specialists or copyright specialists, will determine the licensing status for the materials.
5. Instructors, subject-matter experts, and academic chairs/coordinators must be mindful of:
 - a) The current and future technology requirements needed to manage an OER. Since support and accessibility to formats can change over time, instructors and subject-matter experts are encouraged to supply OER source-files in multiple editable formats. Contact SAIT’s multi-media specialists for assistance.
 - b) Accessibility issues around the use of OERs on mobile devices and their use by students with disabilities. Please contact SAIT’s Accessibilities Services unit of the Learner and Academic Services department for assistance.
6. All created materials must be submitted to SAIT’s institutional repository. SAIT’s librarians will assist instructors, subject-matter experts, academic chairs/coordinators and curriculum specialists in this process.
7. Where OERs have been created as part of an external collaboration, any storage and/or repository locations mandated as a requirement of that collaboration agreement should also be used.
8. A created work must acknowledge SAIT in that work.

D. Maintenance of OERs

1. Instructors, subject-matter experts, academic chairs/coordinators, curriculum specialists and instructional designers will review their OERs on the maintenance cycle established in their school/department to ensure continued relevance and accuracy of content, and replace as required.

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ASSOCIATED DOCUMENTS

Schedule A OER Selection Rubric

POLICY/PROCEDURE REFERENCE

AC.2.21 Open Educational Resources policy

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Procedure AC.2.21.1



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