



## Open Educational Resources Procedure

**Procedure Number:** 212P

**Responsible Office:** Academic Affairs

**Forms:** XOER Designation Approval Form 105-201; OER Checklist 105-202; OER Agreement Form 105-203

**Effective Date:** 8/23/24

**Date Last Reviewed:** 8/23/24

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### 1. Purpose

These procedures are aligned with [VCCS Policy 5.14.2](#) which requires that Colleges shall make use of OER materials in accordance with the provisions of the VCCS Policy 12.0, Intellectual Property Policy and Procedures; 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, including a succinct and well-accepted definition of OER; and college policies and academic standards.

### 2. Definitions

*Open Educational Resources (OER):* Open Educational Resources (OER) are publicly available 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 re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, software, and any other tools, materials, or techniques used to support access to knowledge. An “OER Course” is a course exclusively using freely available OER.

### 3. Procedure

#### *OER Attribute in SIS and Z-degree Requirements*

- a. OER course sections meeting all of the requirements in Policy 212 at NOVA are considered "Z" or "Z-degree" courses and may be assigned the XOER attribute with a ZERO value in NOVA's SIS.
- b. Any course in which all required course materials cost less than \$40 may be designated as having Affordable Course Materials and assigned the XOER attribute with a LT40 value in NOVA's SIS, but are not considered OER course sections nor “Z” or "Z-degree" courses. Note: "Course materials" does not include required course lab fees, or required course supplies, such as, but not limited to, optical reader test forms, lab coats, or safety goggles.
- c. To request the XOER attribute be applied to a course section, faculty must submit OER Agreement Form to their Pathway Dean for approval. XOER attributes assigned to a course section are good for two years, or unless substantive revision have been made, at which point the form must be resubmitted and reviewed for approval in order for a course section to maintain the XOER attribute.



*Faculty Training*

- a. Faculty who wish to incorporate OER materials into a course are encouraged to complete an OER professional development activity, including any of the following: a course or training offered by NOVA, the VCCS, VIVA, SCHEV, or an academic or professional association that covers open licensing and best practices for creating, adopting and adopting OER resources and courses.
- b. Successful completion of such training is strongly encouraged for faculty who are either i. seeking to have a course designated as a "Z" or "Z-degree" course or ii. teaching a course that is designated as a "Z" or "Z-degree" course.
- c. Information about OER and links to OER repositories is available on the NOVA Libraries OER LibGuide at <http://libguides.nvcc.edu/oer>.
- d. Faculty who need assistance linking out to library materials should contact NOVA Libraries.