AtD OER Degree Program
Faculty Guidelines and Support Resources
Updated February 7, 2017

Note: If you have questions about the content in this document or need assistance with your AtD OER courses please contact your Lumen Mentor or local program coordinator.

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Deadlines and Important Dates

Process and Deadlines for Submitting Course Maps

Course Maps should be initially submitted to your Lumen Mentor who will provide initial feedback and then submit the Map for a formal review once preliminary issues are addressed. In general, faculty should expect to need to address feedback from the formal review as well before the Map is approved. **It can take 3-4 weeks from when a Course Map is first submitted until the review is completed.**

Course Maps for Summer 17 courses: **March 15, 2017**

Course Maps for Fall 17 courses*:

**March 15, 2017** - for faculty who not contracted to work over the summer

**June 30, 2017** - for faculty who can work over the summer

* - If you cannot make these deadlines then a **Course Map Submission Schedule** needs to be submitted to your Lumen Mentor by March 15, 2017 which indicates when each Course Map will be submitted by your faculty. If Maps are not submitted following this Schedule then they may not be approved in time for the course to official run under the grant in Fall 2017.

AtD Grantee Meeting (required): **March 20 - 22, 2017** (Houston, TX)

[Registration](#) is now open

Annual Grant Report (required): **Due June 30, 2017**

Are there resources from AtD available to assist institutions and faculty?

Past AtD Webinar Recording and Slides

- January 24, 2017 AtD Project Webinar
  - [Webinar Recording](#)
  - [Webinar Slides](#)
- July 20, 2016 AtD Project Plan Q&A
  - [Webinar Recording](#)
  - [Webinar Slides](#) *(contains important project requirements)*
- June 30, 2016 AtD Project Overview Webinar
Project Communications from AtD

OER Initiative Update from Richard Sebastian (January 4, 2017)
What Counts as an OER Course? Letter from Richard Sebastian (Nov. 30, 2016)

Faculty Course Development Support Resources

- Quill West (Pierce College) created a nice video on the Course Mapping process.
- Lumen has organized OER course content to help faculty develop courses.
  - Web sessions are being held on a regular basis to help faculty connect up around common areas of interest who wish to collaborate.
- AtD Licensing Guidelines Handout for Faculty and Support Staff
- Artifact Exception Form for Requesting CC Licensing Exceptions
- AtD Roles and Activities. You can adopt/adapt this for your institution.
- There are a number of licensing wizards available online that will allow you to enter in basic information and have the appropriate text generated for a specific Creative Common license which you can then copy and paste to your documents.

AtD OER Degree Open Course Requirements

Why do these requirements exist?

AtD has established a set of requirements related to what types of content need to be included in your OER Degree course and how these materials need to be licensed as means to make it as easy as possible for future instructors to adopt OER content, thereby scaling the impact on student cost savings and success over time.

What instructional materials do I need to include in my Open Course?

Your course should contain all the instructional materials you need to teach the course. Meaning, it is more than just a textbook and should include assignments, test questions, slides, etc., basically whatever the primary instructor needs to teach the course.

What are the licensing requirements with regards to the content that I can use?

All existing content used in a course needs to be freely available and openly licensed under a Creative Commons license. AtD has provide some details on “What Counts as an OER Course?” that all grantees should review. There are some additional useful guidelines to be also be aware of:
• Any existing OER materials that are used must be either licensed under a Creative Commons license or be in the Public Domain (see Licensing Handout for details).
  ○ Licensing attribution information, as per Creative Commons licensing requirements, should appear at the bottom of each document, web site, or file to attribute the original author of the materials and its source (or a statement indicating that it is in the public domain).
  ○ There are a number of licensing wizards available online that will allow you to enter in basic information and have the appropriate text generated for a specific Creative Common license which you can then copy and paste to your documents.
• Non-Creative Commons licensed content (e.g. All Rights Reserved) can only be used for “supplemental resources” (see Licensing Handout for details). The litmus test for supplemental materials is that they could be completely removed and the course could still be taught effectively and students could still meet all of the learning objectives.
  ○ Course Map Note: If you use All Rights Reserved or YouTube content as supplemental materials then you should mark them as “supplemental resources” in your Course Map (see below).
• In rare cases non-openly licensed materials may be used when they are critical to a course (e.g. The Great American Novel course needs to use copyright protected novels) but an expectation will need to be granted by AtD/Lumen for each case. There is a online form faculty need to fill out for an "Artifact Exemption" at https://www.surveymonkey.com/r/artifact-exception. My understanding is that the bar will be set fairly high on this so faculty who request an exemption for something that they just feel is important but its not central to the whole course may find that it is not granted.

NOTE: The AtD Webinar that was held on July 20, 2016 (see above) went over these grant requirements and thus the recording and slides for that session are useful resources to reference.

What should I do if I am using content that I have developed myself?

Any new OER materials that are developed or contributed under the grant must be licensed as CC-BY only. Meaning, if a faculty member needs to develop new OER content for an AtD course or contributes their own previously developed content then that content needs to be released under a Creative Commons Attribution (CC-BY) only. Some important details related to this include:
• The CC-BY licensing text should appear on each document, web site or file associated with the content but not necessarily each individual page. For example, if you have an assignment in a three page MS Word document then the CC-BY license should appear once somewhere on the
document, typically at the start or the end. Similarly, if the content is on a web site the license should appear once on the site, typically at the bottom of the page.

- There are a range of licensing wizards that are useful for generating the necessary text to add to each document, the Open Washington CC license wizard is one such example.
- At some point during the grant faculty who contribute original works will be asked to sign a statement to this effect to confirm the original source of the content.

What is a Course Map and how is it used to verify the licensing of course content?

Course Maps are useful in documenting the different course content (textbooks, assessments, assignments, etc.) that will make up your course, how that content is licensed and how to access the content. In general, it helps to align this information with your major topics/modules as well as student learning objectives. Quill West at Pierce College developed a nice video that provides an overview of the Course Mapping process.

Once all of your course content and its associated licenses are documented in your Course Map then a Creative Commons Licensing Expert at Lumen Learning will review your Course Maps as means to verify the licensing and use of open content. Deadlines for submitting course maps are noted above.

How should I create my Course Map if I am using MyOpenMath?

Please have faculty that are using MOM to build courses do two things before you send along the spreadsheet:

1. Make a copy of the MOM course in their account to use as a master course that does not have students in it, reducing any issues with sharing. If they created the course in MOM, they will know what you are talking about.
2. Add the MOM course ID for said master in the spreadsheet so I can find the material. If you faculty just write, "MOM course," Lumen won't know which course. Some faculty have been teaching with MOM for a long time and have many courses in their accounts with the same names.

How will AtD make the OER Courses more broadly available?

Prior to the conclusion of the grant, AtD will work with Lumen Learning to host all of the OER Degree courses in their public and freely available course catalog. This content will remain openly licensed and available to the public for free. Although institutions may need to assist Lumen in this work with regards to accessing course content, faculty should not need to dedicate any significant time to this work.
Common Pitfalls to Avoid

Based on the initial round of grant work there are a few common pitfalls that should be avoided, these are:

Not Including Assessments and other Ancillary Materials

It is easy for faculty to forget to include their assessments, assignments, slides, etc. in their Course Map. As noted above, these are required by AtD and thus need to be included.

Not Being Able to Access All Content for License Review

Lumen will need to be able to access all content, including assessments, to complete the license review. If the content is not publicly available on the Web you can send it to your Lumen Mentor via email or provide access to content in your Learning Management System (LMS). Please contact your Lumen Mentor to discuss other methods for providing access to course materials.

Content that Does Not Have the Appropriate Licensing Information

If you are using already developed OERs then you need to place the appropriate attribution information on the material as per Creative Commons requirements. Similarly, if you have developed your own content and are contributing it to the course it must be licensed under a Creative Commons Attribution Only License and you must include a statement to this effect at the bottom of any document you have created. The licensing wizard noted above can be useful in generating the necessary licensing text.

Using Fair Use or Asking Author Permission to Use Content

In general, claiming "fair use" of “All Rights Reserved” educational content that is part of your OER Course will not meet the AtD licensing requirements. Although there are several reasons for this, one of the primary concerns is that although you may be able to legally claim “fair use” for use of the content in your specific class, “fair use” claims generally cannot be made when distributing content publicly at global scale. Similarly, if you ask the original author for permission to use the content in your class that does not imply that you have the rights to use it more broadly and distribute it for public use and thus is also not generally accepted under the AtD guidelines. This said, if the original author is willing to openly license the content in question then that would allow for its use under AtD.