



## **BOV Policy # 31 (2025) Open Educational Resources**

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| <b>Policy Title:</b>          | Open Educational Resources                      |
| <b>Policy Type:</b>           | Board of Visitors                               |
| <b>Policy Number:</b>         | BOV Policy #31 (2025)                           |
| <b>Approval Date:</b>         | XXXXXX XX, 2025                                 |
| <b>Responsible Office:</b>    | University Library                              |
| <b>Responsible Executive:</b> | Provost and Vice President for Academic Affairs |
| <b>Applies to:</b>            | University Community                            |

### **POLICY STATEMENT**

Norfolk State University is committed to employing high-quality and affordable course materials, including the utilization of Open Educational Resources (OER) as a pedagogical tool to improve student outcomes by increasing access and affordability to educational resources, while maintaining academic freedom.

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### **DEFINITIONS**

**Open Educational Resources (OER):** 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, re-use, modification and sharing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.



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**Course Materials:** Textbooks, course-packs, a group of required readings, lab materials, school supplies and/or electronic devices determined by faculty for class use. Examples of non-book course materials include but are not limited to: rock samples, maps, pedometers, lab notebooks, calculators, and lab glasses.

**Inclusive Access:** A course materials rental program that provides access to electronic and optional print materials for courses either at a fixed cost per credit hour or on a course-by-course basis.

**SAIL:** Spartans All Inclusive Learning, an inclusive access program that provides first-day access to course materials rented for the duration of the course at a pre-determined low-cost per credit hour.

**Low-Cost Materials:** Course materials available at a cost found to be lower than market prices after analysis of available options, provided via the SAIL program or other commercial sources.

**No-Cost Course Materials:** OER, library content, or other course materials that are provided at no additional cost to students enrolled in the course.

### **CONTACT(S)**

The Provost and Vice President for Academic Affairs officially interprets this policy, and is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Dean of the University Library.

### **OPEN EDUCATIONAL RESOURCES: POLICY CONTENTS**

Code of Virginia §23.1-1308(E) requires the governing board of each public institution of higher education to implement guidelines for the adoption and use of low-cost and no-cost open educational resources in courses offered at such institution. These guidelines may also include provisions for low-cost commercially published materials.

In furtherance of Code of Virginia §23.1-1308(E), the Norfolk State University Library shall make information readily available to the University Community on Open Education Resources. Additionally, faculty shall consider the integration of OER and low-cost commercially published materials into courses as appropriate.

The University Registrar shall identify conspicuously in the online course catalogue or registration system, as soon as practicable after the necessary information becomes available, each course for which the instructor exclusively uses no-cost course materials or low-cost course materials.

The Provost and Vice President for Academic Affairs may create a Committee on Open Educational Resources, to facilitate the adoption and use of open educational resources, in coordination with the University Library.



## **BOV Policy # 31 (2025) Open Educational Resources**

### **EDUCATION AND COMPLIANCE**

The University Library will provide, or will coordinate with appropriate University units to provide, annual faculty training on OER.

### **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

### **REVIEW SCHEDULE**

- Next Scheduled Review: March 2028
- Approved by, date: Board of Visitors: XXXXX XX, 2025
- Revision History: May 3, 2019, December 11, 2020, XXXX XX, 2025
- Supersedes: *BOV Policy #31 (2019)*

### **RELATED DOCUMENTS**

[Code of Virginia §23.1-1308\(E\)](#)

### **FORMS**

*None*