



## **BOV Policy # 31 (2019) Open Educational Resources**

<b>Policy Title:</b>	Open Educational Resources
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy #31 (2019)
<b>Approval Date:</b>	March 19, 2021
<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 the utilization of Open Educational Resources (OER) as a pedagogical tool to improve student outcomes by increasing access and affordability to educational resources.

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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 and re-purposing 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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### **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 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 resources readily available to the University Community on Open Education Resources. Additionally, faculty shall give consideration to the integration of OER and low-cost commercially published materials into courses as appropriate.

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

### **EDUCATION AND COMPLIANCE**

Faculty will be required to take a mandatory Awareness's MOAT review of this policy. Upon reading this policy, each faculty will be required to sign an Acknowledgement Form. Both documents are contained within Norfolk State University MOAT Vault. To reinforce understanding of this policy, the policy will be shared with new faculty/staff during orientation. Tracking will be utilized to ensure compliance with completing the Acknowledgement Form in MOAT.

Failure to comply with this requirement will be reported to the employee's supervisor. Additionally, failure to comply with this requirement will result in OIT revoking access to NSU's email, electronic doors, networks, and student systems. The reinstatement process requires a reinstatement form to be completed and signed by a supervisor and could take several days for the process to be completed.



## **BOV Policy # 31 (2019) Open Educational Resources**

### **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 2024
- Approved by, date: Board of Visitors: March 19, 2021
- Revision History: May 3, 2019, December 11, 2020
- Supersedes: *None*

### **RELATED DOCUMENTS**

[Code of Virginia §23.1-1308\(E\)](#)

### **FORMS**

*None*