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Owner Douglas Berry:
Acting President

Area 3.0
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Open Education, 3.33

PURPOSE

~~Yavapai College (the College) is committed to providing affordable educational resources that value excellence in the ability to focus, analyze, augment, and evolve course materials provided to students.~~

The purpose of this policy is to promote the use of Open Educational Resources (OER) and open education practices to enhance student success, increase access and affordability, and support high-quality teaching and learning. This policy establishes a framework for the development, adoption, and implementation of OER at Yavapai College (YC), while ensuring alignment with instructional design standards, academic quality, and ethical use of emerging technologies, including generative artificial intelligence (Gen AI).

POLICY APPLICATION

~~This policy applies to the College faculty that are invested in the integrity of Open Educational Resources (OER).~~

This policy applies to all faculty, staff, and departments involved in the design, delivery, and support of courses using OER or open pedagogy at YC. It governs the use of OER and open-access platforms, as well as the integration of instructional design practices and Gen AI tools in the OER course build process.

OPERATIONAL POLICY

~~This operational policy provides guidance to faculty in achieving the outcomes through the utilization of Open Educational Resources at the College; to improve student success through increased access and affordability, and improve teaching efficiency and effectiveness through the ability to focus, analyze, augment, and evolve course materials directly aligned to course learning outcomes. This operational~~

~~policy supports the District Governing Board policy 1.1 Education Ends; Students achieve their educational goals at an affordable price; this is the first priority.~~

~~The College shall make use of OER materials in accordance with the provisions of 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; and the College policies and academic standards.~~

~~Faculty who incorporate OER materials into their courses shall assume all responsibility for maintaining the integrity of the course content as related to copyright, licensing, and scholarly merit.~~

~~For a course to carry an OER *(Z) designation, faculty must follow the procedures contained in this operational policy.~~

~~The College shall offer an OER Training course for faculty interested in teaching with OER materials and having the OER Course Designation. The training course shall be facilitated by a full-time faculty member, instructional designer or librarian. Successful completion of the training course is required for faculty who are either (a) seeking an OER (Z) course designation, or (b) teaching a course that is designated as an OER (Z) course.~~

A. Use of OER

The college supports the adoption, adaptation, and creation of OER to reduce student costs and improve the course materials. OER use must comply with:

1. Creative Commons licensing standards
2. The Digital Millennium Copyright Act of 1998
3. Applicable state and federal copyright laws
4. Established best practices within the open education community
5. College policies and academic standards

The OER build team shares responsibility for ensuring the accuracy, integrity, accessibility, and scholarly quality of all course materials.

B. Instructional Design Standards

1. Courses utilizing OER shall be developed in accordance with established instructional design principles.

C. Course Designation and Cost Transparency

1. Yavapai College utilizes course attributes to clearly communicate both cost and resource type in accordance with ARS 15-1891, college course materials.
 - a. No Cost: No additional cost beyond tuition
 - b. Low Cost: Additional required materials cost \$50 or less
 - c. OER: Course uses OER, open-access materials, and/or open pedagogical

approaches

2. Courses may carry multiple attributes (e.g., Low Cost +OER) to reflect both affordability and instructional approach.

D. Faculty Development and Training

1. Faculty building and teaching using OER have completed the required training(s).

DEFINITIONS

Copyright: Copyright is a form of protection ~~grounded in~~ established by the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. ~~Copyright covers~~ It applies to both published and unpublished works and provides the copyright holder with exclusive rights to use, distribute, and reproduce the work.

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3. ~~**Attribution-NoDerivs (CC BY-ND)** – This license lets others reuse the work for any purpose, including commercially; however, it cannot be shared with others in adapted form, and credit must be provided to you.~~
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5. ~~**Attribution-NonCommercial-ShareAlike (CC BY-NC-SA)** – This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.~~
6. ~~**Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)** – This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.~~
7. ~~**Primary Content** – This is the majority of and substantive learning material of the course. All of the primary content in Z-courses must be openly licensed, whether that content is adopted or authored by the instructor. This enables a Z-course to be shared without concern about copyright violations, and so that instructors are free to retain, reuse, revise, remix and~~

~~redistribute the content according to the ethos of OER.~~

Creative Commons License: : Creative Commons licenses provide a standardized way for creators to grant permission for others to use, share, and build upon their work under specific conditions. These licenses offer flexible, legally sound options for reuse. More information: <https://creativecommons.org/licenses/>. Types of CC Licenses include:

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2. **CC BY-SA (Attribution-ShareAlike):** Allows others to adapt and build upon the work, including commercially, as long as attribution is provided and new works are licensed under the same terms.
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4. **CC BY-NC (Attribution-NonCommercial):** Allows others to remix and build upon the work for non-commercial purposes only, with attribution.
5. **CC BY-NC-SA (Attribution-NonCommercial-ShareAlike):** Allows non-commercial adaptations with attribution and requires derivative works to carry the same license.
6. **CC BY-NC-ND (Attribution-NonCommercial-NoDerivatives):** The most restrictive license; allows sharing with attribution but prohibits both modification and commercial use.

Open Educational Resources (OER): OER are teaching, learning, and research ~~resources~~ materials that reside in the public domain or ~~have been~~ are released under an ~~intellectual property~~ open license that permits ~~their~~ free use ~~and re-purposing, adaptation, and redistribution~~ by others.

Public Domain: ~~A work of authorship is in the "Works in the public domain" if it is no longer under~~ are not protected by copyright protection or if it failed to meet the requirements for and may be used freely without permission. This includes works whose copyright has expired or that never qualified for copyright protection. ~~Works in the public domain may be used freely without the permission of the former copyright owner.~~

Shared Repository: ~~Refers to the body of work that is available to the public for free and legal sharing, use, repurposing, and remixing.~~

Z Course: ~~A course that has been developed by a subject matter expert who has successfully completed the OER Traianing for Course Builders and OER Training for Teachers. The selection of OER content has been made in accordance with the Z course Mapping Template and is comprised solely of primary content that is published under a Creative Commons License or exists in the Public Domain and meets the 5R Open Course Design Framework – Retain, Reuse, Revise, Remix, and Redistribute. All content in a Z-course must be accessible through the college's designated Learning Management System.~~

Z Program: ~~An associate degree or certificate offered entirely with open educational resources eliminating textbook costs as a barrier to student success. All courses in a Z program must meet Z course requirements.~~

***Z (Zero Textbook Cost)**

Primary Content: Primary content refers to the majority of the instructional materials used in a course.

In OER-designated courses, primary content must be openly licensed or in the public domain, allowing for legal reuse, revision, remixing, and redistribution in alignment with open education practices.

Shared Repository: A shared repository is a collection of openly licensed or public domain materials that are freely available for use, adaptation, and redistribution by others.

RELATED PROCEDURES

[Open Educational Resources \(OER\) Procedure, 3.33.01](#)

RELATED POLICIES

There are no related policies.

RELATED INFORMATION

There is no related information.

OPERATIONAL POLICY HISTORY

Adopted 4/22/2020

Revised to "Operational" policy 3/5/2021

Transferred to PolicyStat 12/1/2021

Revised 11/1/2022

[Revised 08/05/2026](#)

DRAFT

Approval Signatures

Step Description

Approver

Date