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Owner Douglas Berry:
Acting President

Area 3.0
Academic Systems - Procedures

Open Education Procedure, 3.33.01

PROCEDURE DESCRIPTION

~~Yavapai College uses Participatory Governance to provide guidance to faculty in achieving Open Educational Resources (OER), policy 3.33 outcomes. This procedure underlines the necessary processes to maintain the full integrity of this policy.~~

This procedure provides implementation guidance for faculty, staff, and departments in the development, adoption, and delivery of Open Educational Resources (OER) at Yavapai College (YC). It supports the College's Open Education policy by outlining expectations for instructional design, course development, and resource selection.

PROCEDURE RESPONSIBILITY

This procedure is a Participatory Governance procedure developed in collaboration with the ~~Vice President of Academic Affairs~~ Provost, Instruction Committee and OER Committee. The ~~Vice President of Academic Affairs~~ Provost or designee approves these procedures.

PROCEDURE

A. Subject Matter Expert

~~As subject matter experts, faculty are responsible for selecting OER of equal or greater quality than commercially distributed publisher content currently available for adoption. All OER materials selected for inclusion in any course must align directly to the course learning outcomes as reflected in the Official Course Outlines.~~

B. Shared Repository

Faculty are to use primary materials created and adopted that are published under a Creative Commons License or exist in the Public Domain. Faculty are encouraged to employ the following OER Community standards in the adoption of OER: Retain, Reuse, Revise, Remix, and Redistribute. OER courses created or adopted/adapted will be housed in the shared repository effective 10/21/22. Faculty who elected to keep their courses in YC Canvas Commons prior to this date retain the right to do so.

C. Creative Commons License

Faculty who create original content, self-authored, which is incorporated into an OER (Z) course shall place the most current Creative Commons License on such content at the time it is introduced into the course. It is the faculty member's responsibility to ensure that such content is eligible for and meets the standards for one of the four Creative Commons Licenses. As such, no portion of such work may be claimed by others in whole, in part, or as a derivative work.

D. Course Mapping Template

Courses in an OER (Z) program (degree or certificate) shall be developed following a Develop-Adopt-Adapt approach. OER courses are developed once by a faculty member using a Course Mapping Template, and YC essential design standards to align OER to course learning outcomes. The faculty member shall provide module-level objectives aligned to each course learning outcome. In addition, a description of the OER content, the location of the OER content (i.e., the URL), licensing information, and methods of assessment shall be provided as outlined in the course mapping template.

E. Data Collection

Data shall be collected at the section level for OER courses for comparison to non-OER courses about student persistence, retention, and success. In order to meet this requirement, all OER content must be accessible through the college's approved Learning Management System regardless of the course delivery method (traditional, hybrid, or online).

A. Faculty and OER Build Team Responsibilities

1. Faculty, as subject matter experts, are responsible for the selection, development, and integration of OER that meet or exceed the quality of commercially available materials.
2. The OER build team (faculty, instructional designer, and librarian) collaborates to ensure course materials are accurate, accessible, aligned to course learning outcomes, and meet academic and scholarly standards.
3. All instructional materials must align with the Official Course Outline and approved course learning outcomes.

B. Instructional Design and Course Development

1. Courses utilizing OER must be developed using established instructional design principles, including:
 - a. Backward design to align learning outcomes, assessment, and instructional materials

- b. Clearly defined and measurable learning objectives
 - c. Alignment between Course Learning Outcomes (CLOs), Module Learning Objectives (MLOs), assessments, and learning activities
 - d. Consideration of modality (online, face-to-face, hybrid) and course length
- 2. Course mapping is required as a foundational design practice to ensure alignment, coherence, and quality across all course components.
- 3. Aligns with the college's accessibility best practices.

C. Use of OER and Licensing

- 1. Primary course materials must consist of OER, open-access resources, or materials in the public domain.
- 2. All OER must comply with Creative Commons licensing standards and applicable copyright laws.
- 3. Faculty who create original instructional materials are responsible for applying an appropriate Creative Commons license and ensuring compliance with licensing requirements.
- 4. Faculty are encouraged to apply open education best practices, including the 5R framework: Retain, Reuse, Revise, Remix, and Redistribute.

D. Shared Repository and Course Materials Access

- 1. OER course materials shall be stored in a designated shared repository to support access, reuse, and sustainability.
- 2. All required course materials must be accessible to students either through the College's approved Learning Management System or through clearly communicated external platforms (e.g., library resources or approved tools) to ensure consistent and equitable access.

E. Course Designation and Training

- 1. Courses seeking OER designation must meet the requirements outlined in the Open Education policy and this procedure.
- 2. Faculty developing or teaching OER-designated courses are required to complete approved OER training.

F. Data Collection and Continuous Improvement

- 1. The College will collect and analyze course-level data (e.g., retention, persistence, and success rates) for OER and non-OER courses to support continuous improvement.
- 2. Data collection supports institutional decision-making, program development, and

[evaluation of OER impact on student success.](#)

REFERENCES

[OER Commons, Open Text for Rural Arizona](#)
[OER Commons, Open Text for Rural Arizona](#)
[OER at Yavapai College](#)

[Open Educational Resources at Yavapai College Library](#)

[OER at Yavapai College](#)

[Open Educational Resources at Yavapai College Library](#)

PROCEDURE HISTORY

Extracted from Policy 3.33 Open Educational Resources (October 21, 2022).

[Revised 08/05/2026](#)

Approval Signatures

Step Description

Approver

Date