Commonwealth Educational Media Centre for Asia -
Yashwantrao Chavan Maharashtra Open University Nashik
Workshop on

**Development, Adoption and Implementation of Institutional Open
Educational Resources (OER) Policy**

Date(s): 24 - 26 February 2020

List of Participants

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Total: 72

Report of three days Workshop on Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy
(24th -26th February 2020)

	Workshop on Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy	
C·O·L CEMCA		ज्ञानगंगा घरोघरी

YCMOU Nashik, supported by Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi had organized three days workshop on Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy from 24th – 26th February 2020.

DAY 1: 24 February 2020	
Time	**Activity**
09:00 -9:30am	• Registration
09:30 -10:00am	• Inauguration
10:00 -11: 45am	• Workshop Overview • Pre-workshop diagnostic form (online) • What are common challenges we face while developing SLMs or any academic resource? Use of online resources for better learning **[Discussion 1: What do we do while developing the academic materials for the learners? Do we use resources from internet? How do we attribute?]** • What is copyright? Its History • Fundamentals of copyrights - What's copyrightable? • Purpose of copyright • How copyright works? • Exclusive rights for a creator of a work • Rights of public on a copyrighted works • Public domain, ways a resource enters public domain • Exemptions and limitations of Copyright [Discussion 2: What do we know about our copyright law? What about the legal provisions of DAM resources? Why restricted, why not? What are the merits behind restricting the access to resources?] **Exercise 1: Attend the Copyright Quiz**
11.45 -12.00am	Tea Break
12: 00 -01:00pm	• Defining the concept *openness* • How openness can benefit YCMOU? • Defining OER: Openness, Educational Resources • OER, open education and Technology-enabled learning

	• Overview on open licenses - design and terminology • License scope, License types, License enforceability
01:00 – 02:00pm	Lunch
02:00 -3:30pm	• Principles of using, reusing, remixing, redistributing the resources licensed under creative commons and else. **Exercise 2: Remix game** **Discussion 3: Bridging the gaps**
3:30 -3:45pm	Tea Break
3:45 – 5:00pm	• Choosing and applying a CC License • Things to consider after CC Licenses • Finding and reusing CC licensed works- Searching OER repositories **Exercise 3: How to find OER? Where they reside?** **Attending COL MOOC on** **Understanding Open Educational Resources; Link:** https://learnoer.col.org/
DAY 2: 25 February 2020	
Time	**Activity**
09:30- 11:00am	• Recap of Day 1 • Using OERs in creating study resources • Converting a resource to OER and redistributing • Planning a OER Based course [Group works] presentations [Participants] – Use Google Doc • Mapping the OERs • Using OERs for content development for the planned course Using QA Checklist
11: 00 -11:20am	Tea Break
11:20 -01:00pm	**Individual Works** • Creating a lesson by using OERs • Creating OER on OER Commons
01.00 – 02.00pm	Lunch
02:00 -3.30pm	**Presentations: OER-based Contents**
3:30 – 3:45pm	Tea Break
3: 45-5:00pm	**OER Policy** • OER Policy - Why? What? • Presenting the Policy Template • Presenting Core components of OER Policy • Drafting the OER Policy for YCMOU: Group works [Google doc]
DAY 3: 26 February 2020	
Time	**Activity**
09:30- 11:00am	• Trends of OER in South Asian Region • COL's initiatives for mainstreaming OER

	• OER Policy drafting – continues…
11: 00 -11:20am	Tea Break
11:20 -01:00pm	• Group presentations on Policy Sections [Participants] • General Feedback on the draft policy
01.00 – 02.00pm	Lunch
02:00 -3:30pm	**Drafting the OER implementation strategy**
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	Presentation of OER strategy and action plan: • Development of YCMOU OER repository [consultant] • OER mainstreaming **Post workshop feedback (Online)** ## Closing

ज्ञानगंगा घरोघरी

Yashwantrao Chavan Maharashtra Open University

Institutional OER Policy

Yashwantrao Chavan Maharashtra Open University

Dnyangangotri, Govardhan, Nashik-422222, INDIA

https://ycmou.ac.in

The OER Repository Advisory Committee:

1. Prof. E.Vayunandan, Vice-Chancellor & Chairman
2. Dr.Dinesh Bhonde, Registrar, Member
3. Dr.Surya Gunjal, Director, CIQA, Member
4. Dr.Rajendra Vadnere, Director, School of Continuing Education, Member
5. Dr. Pandit Palande, Director, School of Commerce & Management, Member
6. Dr.Jaydeep Nikam, I/C Director, School of Health Sciences, Member
7. Dr.Kavita Salunke, I/C Director, School of Education, Member
8. Dr. Sunanda More, I/C Director, School of Science & Technology, Member
9. Dr. Pramod Khandare , I/C Director, School of Computer Sciences, Member
10. Prof. Nagarjun Wadekar, I/C Director, School of Humanity & Social Sciences, Member
11. Dr. Prakash Deshmukh, I/C Director, Student Services Division, Member
12. Mr.Shashikant Thakare, I/C Controller of examination, Member
13. Dr. Manas Panigrahi, CEMCA, New Delhi, Special Invitee
14. Dr. Madhukar Shewale, Head, Library, Invitee
15. Dr. Manoj Killedar, Associate Professor, SST, Subject Expert
16. Dr. Chetana Kamlaskar, Assistant Professor, SST, Subject Expert
17. Prof. Ram Thakar , Assistant Professor, SCE, Subject Expert
18. Mr. Abhay Kulkarni, Video Editor, AVC, Invitee
19. Mr.Pradeep Pawar, Software Engineer, Computer Center, Invitee
20. Dr.Hemant Rajguru, I/C Planning officer, Convener

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OER Policy for Yashwantrao Chavan Maharashtra Open University.
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The policy is developed with the guidance of CEMCA.
The policy is launched on 23-09-2020.

Nodal Agency for OER of the University

Dr.Hemant Rajguru, I/C Planning officer
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Institutional OER Policy for Yashwantrao Chavan Maharashtra Open University (YCMOU) 2020

1.   Preamble

The Yashwantrao Chavan Maharashtra Open University (YCMOU) was established in July 1989 by Act XX (1989) of the Maharashtra State Legislature, named after Yashwantrao Chavan, Maharashtra's great political leader and builder of modern Maharashtra. It is leading state open university with the highest enrollment and holds the 'Award of Excellence for Institutional Achievement in Distance Learning' twice from the Commonwealth of Learning, Canada (2002 & 2019). The university abides by the motto of "Reaching to Unreached". It is dedicated in providing *increasing access to quality higher education in* skill development, vocational, professional and liberal education programmes, application of modern communication technologies and adoption of the distance and online education methodology. YCMOU strive towards developing an Innovative, Flexible and Open system of education *through appropriate use of open and distance learning methods using ICT.*

YCMOU believes that quality of learning materials depends on the meaningful access to the quality educational resources. Interestingly, the affordances of information and communication technologies including the Internet and World Wide Web has enabled providing free access to educational resources anytime from anywhere. A significant number of platforms are now available for resource sharing among learners and teachers through interactive communications.

YCMOU also understands that adoption of OER policy will create the environment and resources enabling lifelong learning, contributing in the development of knowledge society. The policy is consistent with and gives effect to Yashwantrao Chavan Maharashtra Open University's position on intellectual property rights. The ownership of copyright as assigned to Yashwantrao Chavan Maharashtra Open University, the creator. Yashwantrao Chavan Maharashtra Open University's principle of open sharing as a default position recommends that the created materials will be open to public for the benefit   of the society, as per the terms and conditions of this policy. This policy is also aligned with the requirements of the copyrights law of the country and the periodic amendments.

YCMOU understands that there will be times when it would be inappropriate to make research or other content openly accessible to the public or there may be ethical, commercial or cultural reasons for YCMOU to protect the materials it creates.

2. Definitions

2.1. *Open Educational Resources (OER):* Based on the UNESCO OER recommendations (UNESCO, 2019, 40C/32, annex p.2-3) [1] Yashwantrao Chavan Maharashtra Open University, Nashik interprets Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others.

2.2. Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the rights to access, re-use, re-purpose, adapt and redistribute educational materials. (UNESCO, 2019, 40C/32, annex p.3).

2.2. *OER Creation:* The development/production and online sharing of quality assured OER.

2.3. *OER Adoption:* A practice of adopting existing OER for use in a course without any change.

2.4. *OER Integration:* This is viewed as a logical and systematic approach to the "five Rs" (Hilton, Wiley, Stein & Johnson, 2010) [2] of reusing, revising, remixing, redistributing and retaining of OER.

2.5. *OER Sharing: Making OER freely accessible, especially online.*

2.6. *Content Developer:* Any expert(s) engaged in the development of teaching and learning materials used by the university.

2.7. *Copyrights:* Laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per copyright law of India. Unless otherwise stated in a contract, the registrar of a work retains the copyright. The registrar of YCMOU retains the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions he/she may desire.

2.8. *Open License:* "A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia etc.) It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions".[3]

2.9. *University Repository:* a set of services offered by a University "to the members of its community for the management and dissemination of digital materials created

by the *university* and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution" [4].

2.10. **Creative Common License**: It is a public copyright license that enables free distribution of copyrighted work. This license helps share, use, reuse, build upon a work (derived work) that has been created by the author. CC provides flexibility to the creator as well as the user as it is free from the concerns of copyrights infringement, as long users abide by the conditions as specified under the license.

3. Policy

3.1. Policy Declaration

The Yashwantrao Chavan Maharashtra Open University will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.

3.2. Policy Statements

3.2.1. The management will promote, foster and reward all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery as per the need of the learners.

3.2.2. Yashwantrao Chavan Maharashtra Open University, as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the relevant Schools/Centres

3.2.3. Academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.

3.2.4. Academic and academic support staff will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer courses and programmes for the learners to enable them acquire appropriate skills and competencies for desired qualifications.

3.3.   **Policy Objectives**

The objectives of the policy are to:

3.3.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation (including translations) and integration in the development/delivery of courses;

3.3.2. Develop awareness about the concept and practices related to OER among all staff, learners and other stakeholders;

3.3.3. Build capacity among academic and academic support staff (Administrative and Technical Staff, Writers, Editors, Counsellors, learners, Study Centre) to use OER appropriately in their professional engagements;

3.3.4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;

3.3.5. Establish an institutional repository to distribute OER;

3.3.6. Continuously monitor and ensure that the policy is implemented effectively;

3.3.7. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation;

3.3.8. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution;

3.3.9. Promote the culture of using open resources in the development of the SLMs as well as the creation of eContents.

3.4.   **Scope and Applicability**

Unless notified by YCMOU or the government as special exclusion, this OER policy is applicable to:

3.4.1. All academic and academic support departments of the Yashwantrao Chavan Maharashtra Open University;

3.4.2. All content developers within the institution University and those engaged by the institution University on temporary/contract basis;

3.4.3. All types of learning materials released in physical or electronic format, except the ones that are not mandated for free sharing;

3.4.4. In cases where the material is developed in collaboration/partnership with other institutions, the guidelines governing the collaboration/partnership as indicated in the MOU/MOA will prevail. However, any such agreement should duly consider this OER Policy before any deviation is agreed upon and approved by the competent authority of the Yashwantrao Chavan Maharashtra Open University.

3.5. **Copyrights and Licences**

3.5.1. Yashwantrao Chavan Maharashtra Open University, Nashik is the absolute owner of the copyright of any content created by it;

3.5.2. Unless otherwise specified, the institution supports free and open access to all educational content it owns or co-owns and will make them available through the OER repository under a Creative Commons (CC) license [5]. By default, the university will use Creative Commons Attribution-ShareAlike (CC-BY-SA) 4.0 International License. However, the university preserves the right to use any other creative commons license when and where required.

3.5.3. The institution may make exceptions to the sharing of intellectual property it owns on a case by case basis.

3.5.4. Access to intellectual property of the institution that it considers to be commercially sensitive may also be restricted on case by case basis.

3.5.5. The choice of license will be decided by the Faculty/Department/Division who has developed the material and will be vetted by the internal OER Quality Review Board, comprising of Subject Experts and Technical Experts approved by the University Authorities.

3.5.6. All materials developed by the institution will comply with and be released under any of the Creative Commons licenses, if not otherwise noted.

3.5.7. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.

3.5.8. The license declaration on the OER will be in the following format:

3.5.8. Yashwantrao Chavan Maharashtra Open University, Nashik reserves the copyright of the institutional logo used in all of its materials, and does not permit use of its logo without written permission from YCMOU authority.

3.6. **Quality Assurance and Review System**

3.6.1. YCMOU shall form the OER repository on the University website to release the contents developed for the learners and other stakeholders.

3.6.2 YCMOU OER Repository shall provide the highest quality resources.

3.6.3 At the respective Schools, Divisions/ Centers, etc. shall form an OER Review Committee to certify the quality of the OER to be made available in the OER Repository. The OER Review Committee shall comprise of the Director/Head as Chairperson of the committee and two - three internal/external subject experts from the respective areas.

3.6.4 At the University level OER Quality Assurance Committee (OER-QAC) shall be formed to frame and review OER quality assurance and review policy of the University.

3.6.5 The Quality Framework TIPS provided by Commonwealth of Learning or any other meaningful Quality Framework shall be customized and adopted as per needs of the University during review of the quality policy by OER-QAC. The OER-QAC will constitute the following members: Vice Chancellor, Head, Internal Quality Assurance Cell, Registrar, Director of the Schools, and selected 2/3 OER experts from the staff on rotation basis. The tenure of the

Committee shall be **three** years from the date of formation. The OER-QAC will report annually to the Academic Council.

3.6.6   The OER QAC will adopt a set of quality assurance guidelines and indicators to help teachers/officers/policy makers to focus on the quality of OERs.

3.6.7   OER policy shall be subject to review at the interval of three years time cycle. But if the situation demands so, the Vice Chancellor may instruct to review it in between as well.

3.7. **Liability**

3.7.1.   All OER materials shared under the Yashwantrao Chavan Maharashtra Open University YCMOU-OER Repository will carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content. It shall also be placed in record that the OER materials authored and published by faculty members and other staff shall not reflect the opinion of the university.

3.7.2.   An additional caveat will indicate that derivatives of this work are not authorized to use the institution's logo without prior written authorization from the institution.

3.7.3   All the learning materials published under CC license should include the following information in the credit page:

Year, Name of the University.. Except where otherwise noted, this work is licensed under Creative Commons Attribution-ShareAlike 4.0 International License .

3.8. **Institutional Arrangements**

3.8.1.   The OER produced by the Yashwantrao Chavan Maharashtra Open University will be hosted in an online institutional repository.

3.8.2.   Under the guidance of the YCMOU OER-QAC, the IT department and library will be responsible for providing access, maintaining the repository and providing technical support.

3.8.3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

3.8.4. Regular updates/training on new developments in the field of OER will be provided by the staff training unit.

3.8.5. The teaching-learning Self Learning Materials (SLM) produced by the university shall be shared in a suitable online platform. The SLM developed using OERs will be offered as OER in the online platform of the University.

3.8.6. The OER-QAC shall be responsible for providing access to all the stakeholders, and maintenance of the platform.

3.8.7. Regular update on Copyrights, OER and Open License shall be organized by the OER-QAC for the university staff to promote the use of OERs.

3.9. **Review of OER Policy:** The YCMOU authority will have the authority to review this Policy and its implementation and if appropriate, make revisions to the Policy.

[1] UNESCO. (2019). Recommendation concerning Open Educational Resources. Retrieved from https://unesdoc.unesco.org/ark:/48223/pf0000370936

[2] Hilton, J., Wiley, D., Stein, J., & Johnson, A. (2010). The four R's of openness and ALMS Analysis: Frameworks for open educational resources. *Open Learning: The Journal of Open and Distance Learning, 25*(1), 37-44.

[3] http://opendefinition.org/guide/

[4] Lynch, C.A. (2003). Institutional Repositories: Infrastructure for Scholarship in the Digital Age, ARL 226, Retrieved from http://www.arl.org/storage/documents/publications/arl-br-226.pdf

[5] https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/

APPENDIX-1:. Creative Commons Licenses

Licence Name	Acronym	Icon	Description
Attribution	BY		This licence lets others distribute, remix, tweak and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licences offered, in terms of what others can do with your work.
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Workshop on Development, Adoption and Implementation of Institutional Open Educational Resources (OER) Policy

at
Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik

Supported by
Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi

Date: 24 -26 February 2020

Programme Schedule

DAY 1: 24 February 2020	
Time	**Activity**
09:00 -9:30am	• Registration
09:30 -10:00am	• Inauguration
10:00 -11: 45am	• Workshop Overview • Pre-workshop diagnostic form (online) • What are common challenges we face while developing SLMs or any academic resource? Use of online resources for better learning **[Discussion 1: What do we do while developing the academic materials for the learners? Do we use resources from internet? How do we attribute?]** • What is copyright? Its History • Fundamentals of copyrights - What's copyrightable? • Purpose of copyright • How copyright works? • Exclusive rights for a creator of a work • Rights of public on a copyrighted works • Public domain, ways a resource enters public domain • Exemptions and limitations of Copyright [Discussion 2: What do we know about our copyright law? What about the legal provisions of DAM resources? Why restricted, why not? What are the merits behind restricting the access to resources?] **Exercise 1: Attend the Copyright Quiz**
11.45 -12.00am	Tea Break
12: 00 -01:00pm	• Defining the concept *openness* • How openness can benefit YCMOU?

	• Defining OER: Openness, Educational Resources • OER, open education and Technology-enabled learning • Overview on open licenses - design and terminology • License scope, License types, License enforceability
01:00 – 02:00pm	Lunch
02:00 -3:30pm	• Principles of using, reusing, remixing, redistributing the resources licensed under creative commons and else. **Exercise 2: Remix game** **Discussion 3: Bridging the gaps**
3:30 -3:45pm	Tea Break
3:45 – 5:00pm	• Choosing and applying a CC License • Things to consider after CC Licenses • Finding and reusing CC licensed works- Searching OER repositories **Exercise 3: How to find OER? Where they reside?** **Attending COL MOOC on** **Understanding Open Educational Resources; Link:** https://learnoer.col.org/
DAY 2: 25 February 2020	
Time	**Activity**
09:30- 11:00am	• Recap of Day 1 • Using OERs in creating study resources • Converting a resource to OER and redistributing • Planning a OER Based course [Group works] presentations [Participants] – Use Google Doc • Mapping the OERs • Using OERs for content development for the planned course Using QA Checklist
11: 00 -11:20am	Tea Break
11:20 -01:00pm	**Individual Works** • Creating a lesson by using OERs • Creating OER on OER Commons
01.00 – 02.00pm	Lunch
02:00 -3.30pm	**Presentations: OER-based Contents**
3:30 – 3:45pm	Tea Break
3: 45-5:00pm	**OER Policy** • OER Policy - Why? What? • Presenting the Policy Template • Presenting Core components of OER Policy

Time	Activity
	• Drafting the OER Policy for YCMOU: Group works [Google doc]

DAY 3: 26 February 2020	
Time	**Activity**
09:30- 11:00am	• Trends of OER in South Asian Region • COL's initiatives for mainstreaming OER • OER Policy drafting – continues…
11: 00 -11:20am	Tea Break
11:20 -01:00pm	• Group presentations on Policy Sections [Participants] • General Feedback on the draft policy
01.00 – 02.00pm	Lunch
02:00 -3:30pm	**Drafting the OER implementation strategy**
3:30 – 3:45pm	Tea Break
3:45 – 5:00 pm	Presentation of OER strategy and action plan: • Development of YCMOU OER repository [consultant] • OER mainstreaming **Post workshop feedback (Online)** ## Closing