

OPEN EDUCATIONAL RESOURCE FUND – COLUMBIA COLLEGE

PURPOSE

Support affordable and inclusive access to learning materials through the adaptation, adoption, and integration of open educational resources in Columbia College credit courses.

WHAT ARE OPEN EDUCATIONAL RESOURCES?

Open educational resources are defined as: **“teaching, learning, and research resources that, through permissions granted by their creator, allow others to use, distribute, keep, or make changes to them.”**¹ OER are teaching resources that have an open-copyright licence (such as one from Creative Commons), or they are part of the public domain and have no copyright. Depending on the licence used, OER can be freely accessed, used, re-mixed, improved, and shared.

There are many types of OERs such as:

- Online course learning modules
- Videos
- Online tutorials
- Audio
- Presentation Slides
- Textbooks
- Workbooks
- Test/question banks
- Supplementary materials such as quizzes and assignments

¹ BC Campus Open Education *Self-Publishing Guide*. <https://opentextbc.ca/selfpublishguide/>

USING OERS IN ONLINE COURSES IS AN EXCELLENT STRATEGY:

- They make it easy for instructors to provide meaningful, contextualized resources for their students.
- Instructors can modify the resources to suit student needs, teaching methods, curriculum, and learning goals.
- There's no need to gain permission—or pay—to use, copy, or distribute an OER.
- OERs are easy to circulate among an unlimited number of students.
- They save students time and money.
- Online versions of open resources are free to students (and instructors).
- There's no access code needed or expiration date with open resources.
- Most OERs can be easily downloaded for offline viewing in low bandwidth contexts.
- They are not restricted geographically: students in any country can use them as long as they have internet access.

RATIONALE

The proposed activities outlined below are intended to provide incentives, encouragement and support to adopt OERs at Columbia College in two ways:

- Providing incentives for instructors to **adopt** OERs for their courses, where there are already OERs available
- Where suitable OERs are not readily available for immediate adoption, provide resources for instructors, or teams of instructors, to do more in depth **adaptation** or **creation** of OERs

2023 OER GRANTS

1. **OER Incentive Grants:** Open call for applications from College instructors – small grants of \$300 to adopt OER material into a course where commercial, required materials are replaced by material that is openly available via: a) BC Campus or b) other open licensing platform. If you would like to submit a reading list or a course pack for consideration, it will only be eligible if it consists of openly licensed material.
**Exceptions to this can be made for special circumstances. See the clarification below for further detail.*

For added clarification:

- a. The open material must replace commercial, required, materials
- b. The open material will be used in a semester in the 2023-2024 academic year
- c. The open material should be intended for ongoing use in a credit course at Columbia College going forward
- d. These are not intended to cover the expected work required to conduct in-depth adaptation or creation of OER material – these are intended as incentives to adopt OER's in cases/courses where existing OER's may be available and appropriate for Columbia College
- e. One incentive is available per course, per instructor
- f. Only instructors who are teaching an entire semester of a section are eligible. (Instructors teaching half a semester are encouraged to wait and apply for the grant once they are teaching an entire semester)
- g. Grants are only available until August 31, 2023
- h. Grants are not available for OER adoption in labs
- i. To be eligible, Instructors must adopt all of their course material to OER's*
 - i. **In exceptional situations it may be acceptable to provide incentives where a significant majority (80%) of all of their course material is adopted. If adopting 80% OER course material is not possible for a particular course, or applicants would like special consideration for partial*

OER conversion, the applicant may request the OER Committee to review their application and find a solution that allows their participation in the OER program. These exceptions will be reviewed and determined by the OER Committee.

2. **OER Implementation Grants:** Funding of up to \$5,000 or paid section release time for individuals or small teams within academic departments to adapt or create open educational resources that are openly available via: a) BC Campus or b) other open licensing platform as the primary materials in one or more credit courses at Columbia College.

Departments, within each Division, are encouraged to review, collaborate, and work together to submit proposals accordingly. Proposals for joint team projects are encouraged where activities listed below could be combined in a group effort within program departments.

a. **Eligible Activities:**

i. Tier 1: Up to \$2000

- Review potential OER material for quality and appropriateness for the learning context and align materials with one another so that when combined, a complete course can be assembled
- Conducting in-depth examination of available material and developing a plan for adaptation into one or more College courses
- Creating a department-specific project plan for transitioning to OER, using benchmarks to set short-term targets. (Benchmarks to be identified in project application. It is anticipated these will likely be different for each department)

ii. Tier 2: Up to \$5000

- Adapting existing materials (such as Zero Textbook Cost material or existing OER material available via BC Campus) so they can be immediately deployed in a Columbia College class
- Customization and integration of open textbooks or other open educational resources (OER) into a course or courses.
- Providing support to multiple instructors within each Department to curate, review, evaluate, and adopt OER's that may be available for their respective courses.
- Developing a repository for the department for OER adoption, adaptation, and creation. Repositories could include any one of the following: books, textbooks, chapters, supporting materials such as test banks, slides, video playlists, learning tools and

activities, interactive tools, etc for use as OER material in College credit courses.

- iii. Tier 3: Paid section release time + Up to \$3000 for expenses
 - Creating new OER material for the College. For example, creating a new textbook, workbook, test bank, or other learning tools for a Columbia College course.
 - Administered as paid section release for 0.5 or 1.0 full course. One course is defined to equal 84 remunerated hours per semester.

Below is a sample budget for eligible activities and funding for OER Implementation Grants.

Sample: Tier 2 – Resources to accompany Research Methodology OER textbook

Development activity	Funds allocated to activity
Development of Presentation Material – PowerPoint slides, images, etc.	\$2000
Creation of Lecture Launchers – descriptions, hand-outs, accompanying journal article or media material to support presentation material	\$1000
Creation of Test Bank – multiple choice questions, short answer questions, true or false questions, essay questions, integrative essay questions	\$1000
Student Stipend – Review and Testing	\$500
Total:	\$4500

SELECTION CRITERIA

The intent is to distribute funds to maximize direct benefit to a wide range of student learners and inquiry across a diversity of disciplines. Funding amounts will depend upon:

- the number of courses impacted
- the number of students impacted
- the complexity of work involved
- the anticipated workload expected
- the potential impact on student experience
- the inclusion of plans for use in subsequent semesters
- cost savings to students

Applicants must complete and submit the application form below, to include: 1) a proposed budget, 2) a workplan with key milestones for project accountability, and 3) an outline of how many instructors within the subject area will be involved with, or support, the proposed project

Preference for Implementation Grants will be given to proposals that:

- are endorsed by, supported by, or involve multiple instructors within a department at the College or at another BC institution in the subject area or course type
- have been nominated for endorsement by a departmental colleague who is regularized or tenured by the College
- are aligned with the [BC Campus Course Quality Review checklist](#)
- include, and compensate, students in the review and evaluation of draft OER material

Project Requirements - Implementation Grants:

- Any material developed must become openly available for future use (e.g., using Creative Commons licensing, and available for future use by College instructors, integration into Moodle, and also made available to BC Campus.)
- Any material developed must be eligible for submission to BC Campus as part of their review process (<https://bccampus.ca/grants-calls-for-proposals/review-open-textbooks/>)
- Successful applicants must participate in an initial project planning meeting and mid-semester check-in.
- Projects must include completion of a final report and abstract for external communication.
- Recipients agree to share the experience with interested colleagues at CC events, news stories, websites etc.
- Final deliverable must include an outline of how materials can be re-used in future course delivery.

- Recipients agree to act as advisors for future contributions
- Instructors must submit workplans that demonstrate how proposed projects will not interfere with their anticipated courseloads over the term of the project.
- In teams of three or more working together on a project, where none of the applicants are receiving more than \$5000, workloads will not need to be adjusted. However, if any applicant is participating in a Tier 2 or 3 project and being compensated more than \$5000, they will not be permitted to teach overloaded course schedules in any semester where the project is being completed.

SELECTION PROCESS

1) Incentive Grants:

- a. All applications for incentive grants to be reviewed for approval by the OER Committee, subject to these guidelines and the available budget within the granting period.
 - i. application form will require applicants to confirm they have met all criteria outlined above
- b. If any members of the OER Committee submit an application for an incentive grant, they must recuse themselves from the meeting when their respective application is discussed.
- c. The Academic Board will receive a notification of incentive grants that have been approved by the OER committee.
- d. The Chair of the OER committee will notify the Finance Department to issue payment when required.

2) Implementation Grants:

- a. **Selection Process:**
 - i. Prior to submitting their completed application forms (below), implementation grant applicants must email their respective department with a short project description at least 5 business days before submission. This is intended to develop increased awareness of the OER Fund and to reveal opportunities for collaboration.
 - ii. Candidates for implementation grants to complete a comprehensive application form, which will include (but is not limited to):
 - a. Course information, describing the course(s) to be impacted and the potential number of students impacted, to be verified by the Dean
 - b. *(OPTIONAL) Deans may opt to email the VP Academic with any additional feedback they may have regarding the application for consideration by the OER Committee.*
 - c. A workplan that demonstrates how the proposed projects will not interfere with their workload at the College. In cases where Instructors would like to request a reduction in courseload in

order to implement OER implementation projects, explicit Dean endorsement is required. Where Dean permission is granted to reduce courseload, it will not be considered as a 'refusal to work' by the Instructor.

- d. For group projects, applicants must identify a project lead who will take responsibility for developing a team agreement for decision-making and working together, and also act as the key contact for the project.
- e. Regularized or tenured instructors collaborating with sessional/gridded/LTG instructors must have a transparent working agreement that delineates compensation and recognition for proposed projects.
 - i) A sessional/gridded/LTG instructor must be aware that turning down this agreement has no bearing on future advancement at the College.
 - ii) It is expected that the funds provided by the project are inclusive of all expenses and sub-contracts.
- iii. Applications to be reviewed by the Instructional Development Consultant to ensure they meet the project requirements and provided to the OER Committee for review
 - a. OER Committee may contact the applicants at this stage to recommend changes or adjustments to their project proposal
- iv. The OER Committee will review and approve implementation grant projects, subject to these guidelines and the available budget within the granting period.
- v. In cases where individual Instructors are involved in multiple projects or applying for multiple grants, the OER committee will review implementation grant applications and award funds based on program criteria and principles of equity and merit across the pool of applicants

OVERSIGHT AND REPORTING

Project oversight and management of Implementation Grants to be administered by the Instructional Development Consultant and VP Academic, who will ensure recipients are achieving milestones in the submitted workplans. If the work of completing OER projects is affecting the quality of instruction of Columbia College courses, it will be addressed by the Instructional Development Consultant and the VP Academic.

Funds for Tier 2 and 3 projects will be released either:

- In the first and last semester of proposed projects. In cases where the proposed work is intended to be completed within a single semester, funds will be released at the end of the semester when project deliverable(s) are complete.
- For larger projects, funds will be released incrementally based on agreed upon milestones in the project workplan.

APPENDIX A – APPLICATION FORMS

Application Form: Open Educational Resources (OER) Incentive Grant

[This form will be administered via Microsoft Forms] *Instructions: Complete this form and submit by email to the Chair of the OER Committee: Zenith Bose zbose@columbiacollege.ca*

Your Name:

Your Division and Department:

Course that you are submitting for consideration:

What type of OER have you, or will you, implement for this course (check all that apply):

- Adopt existing OER
- Adopt Open Online Course (OOC) material
- Other (please describe)

Will all of the material for this course be available at no cost to the student?

- Yes
- No

If you selected 'No' above, please describe why you believe you are still eligible to receive the incentive grant, based on the information provided in the grant description above.

Description:

Please provide a description of the course materials that you believe align with the following definition of OER material:

- Teaching, learning, and research resources that, under open licence, through the public domain and/or permissions granted by the creator, allow others to use, distribute, keep, or make changes to them.

Implementation (include document upload button on form):

Please indicate when you plan to start using Open material in your course and upload the relevant course outline here.

Application Form: OER Implementation Grants

Use this template to complete your application. Feel free to expand sections and include additional information as needed.

1. LEAD INSTITUTION/DEPARTMENT/INDIVIDUAL

Lead Contact

Name:

Department:

Project Title:

Telephone:

Email:

Course(s) that will be able to adopt OER material as a result of this project:

Date that the Department was emailed a project description for departmental awareness:

2. PROJECT INTEREST: Describe your interest in applying for this grant and any relevant experience.

3. PROJECT DESCRIPTION: Please describe the proposed OER project. Does this course already exist, is this a course redesign, or building a new course? If this course already exists, what format is it currently in? How many instructors in your department or division have either: a) agreed to work with you on this project, or b) have expressed an interest in using the material you develop?

3. IMPACT & DEAN VERIFICATION:

How many courses, and/or course sections, will be able to use the material you are developing? Please provide a basic course description.

How many students do you think could be impacted?

How will this work support other instructors at the College?

Name of the Dean who has verified the information above:

(Optional) Deans are encouraged to email the VP Academic with additional feedback.

4. DIVERSITY, EQUITY, INCLUSION: Describe features that impact student learning such as accessibility and Universal Design for Learning, Indigenous perspectives and pedagogies, and inclusive practices that address equity, diversity, and inclusion.

5. SHARING: Where do you anticipate being able to share the material you develop? (e.g., with BC Campus, with other Instructors, etc.)

7. COLLABORATORS: Name others at the College or elsewhere who you'll be working with

Collaborator name	Institution	Institutional contribution: financial or in-kind	Other notes

* Additional information:

8. PROPOSED PROJECT TIMELINE: Please draft a schedule and the steps that will be taken to complete this project. Include an estimated completion date.

9. FUNDING: Include a project budget that itemizes how the available funding will be allocated

Funding Request: \$

Rationale for Request:

Funding Breakdown by Activity: In the table below, identify how funding will be used. Break down the development into activities, such as, instructional design, faculty release time, media development, editing, and show how much funding you are allocating to each.

Development activity	Funds allocated to activity

APPENDIX B – PAYMENT ADMINISTRATION DETAILS

Applicants and successful recipients of OER funds (incentive grants and implementation grants) should be aware of the following payment details and the associated tax treatments. If you have questions please contact Zenith Bose, Chair of the OER Committee: zbose@columbiacollege.ca

Payment Type	Administration	Tax Treatment
\$300 Incentive Grants	To be disbursed as part of payroll	Included as part of total income on annual T4 Regular employment deductions will apply (Income Tax, CPP, EI, etc.)
Implementation Grants: Tier 1 or Tier 2	Tier 1: Up to \$2000 Tier 2: Up to \$5000 To be disbursed as part of payroll	Included as part of total income on annual T4 Regular employment deductions will apply (Income Tax, CPP, EI, etc.)
Implementation Grant: Tier 3	Administered as a paid section release for 0.5 or 1.0 of a course. One course is defined to equal 84 remunerated hours per semester. Equal payments will be made over each of the 8 pay periods in the total time granted.	Paid section release: included as part of total income on annual T4 Regular employment deductions will apply (Income Tax, CPP, EI, etc.)
Wages to students	College to pay directly, following College pay scale, policies, and employment deductions Hours to be submitted and approved by Zenith Bose for payroll processing	Included as part of total income on annual T4 Regular employment deductions will apply (Income Tax, CPP, EI, etc.)
Remuneration for external partners or collaborators	Contributing parties to sign non-disclosure and conflict of interest forms Contributing parties to sign an agreement confirming that they are not employees of the college College to be invoiced and pay directly	Invoices to include GST information, administered as a College vendor For unincorporated entities/individuals, a T4A will be issued on a calendar year basis once the annual threshold of \$500 has been reached. The T4A will be issued for 100% of the amount received in a calendar year
Stipends or honoraria to community participants	College to pay directly	A T4A will be issued on a calendar year basis once the annual threshold of \$500 has been reached. The T4A will be issued for 100% of the amount received in a calendar year

Funding to community partners	College to be invoiced and pay directly Invoices to include GST information, administered as a College vendor	For unincorporated entities/individuals, a T4A will be issued on a calendar year basis once the annual threshold of \$500 has been reached. The T4A will be issued for 100% of the amount received in a calendar year
Materials and Supplies	College to be invoiced and pay directly for additional expenses (via current Expense Claim procedure)	Not applicable