



Workshop
on
OER Policy Development for City University

13 -14 May, 2022

Prepared by:
Md. Mizanoor Rahman, PhD

Organizers:
Commonwealth Educational Media Center for Asia
& City University, Bangladesh

Introduction

During the COVID fallout, City University (CU) ran its courses of studies using the online platforms – Zoom and Google Classroom – and used the open accessed materials. While using all these materials it used to face some difficulties and found open educational resources (OER) has some potential benefits in the delivery of courses through blended mode. The University believes that OERs are strongly in keeping with institutional vision and values. One can use materials kept 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. As educational institution, CU creates educational materials which needs to be provided with an atmosphere to use legally which, in turn, requires a policy for set out goal and objectives. In line with this, City University organizes a 2-day extended online workshop on “OER Policy Development for the City University” from 13 to 14 May 2022 in association of Commonwealth Educational Media Centre for Asia (CEMCA), Delhi, a counterpart of the Commonwealth of Learning (COL), Canada. It aims to develop a broad-based OER policy for the University.

Objectives

It achieves the following specific objectives:

- i) to orient policy-level people with the different aspects of open educational resources under Creative Commons licensing;
- ii) to present the template of OER policy of different universities;
- iii) Based on i) to ii), develop a policy for the City University;

Modus Operandi

The workshop has three sessions: inaugural, orientation and working session. It was held as per the programme schedule (pl. see annexure 1).

Inaugural session

City University, Bangladesh organized a 2-day extended workshop on “OER Policy Development for the City University” from 13 to 14 May 2022 in association of Commonwealth Educational Media Centre for Asia (CEMCA), Delhi, a counterpart of the Commonwealth of Learning (COL), Canada. Professor Dr. Mostofa Azad Kamal, Treasurer and Dean, School of Business, Bangladesh Open University (BOU), facilitated the OER policy workshop. In the last day, participants presented their draft OER policy for the City



University which will be placed for the approval of the Academic Council. 20 policy level people were attended in the workshop. Prof. Azad, in his inaugural remarks, said, "There is a revolution in the field teaching-learning through developing pool for educational resources on web. We can be partners in this development; but we need policy for defining the goal of the developers and, subsequently, policy provides guidelines about how to achieve the objectives". Dr. Md. Mizanoor Rahman from BOU, the Guest of Honor at the Inaugural Session of the Policy Workshop, in his speech, said, "Today's workshop shall come out with a broad-based policy for the City University, and this is important as this will act as the vehicle for communicating and defining the teaching-learning goals and objectives". Professor Dr. Md. Shah-E-Alam, Vice Chancellor, City University, in his opening remarks, while appreciating CEMCA for necessary funding for the implementation of the project on Open Educational Resources and Technology-Enabled Learning (TEL) at the City University, said, "Today's workshop is going to be a game-changer in the delivery mode of the University. Our University has been old as it already passed two decade, but we did not do much in TEL. We need to see how we can implement this policy at the delivery levels in a smooth manner". The Vice Chancellor informed the participants the IT infrastructure is being upgraded, and hope that OER and LMS (Moodle) will be of better running in the changed situation. The workshop concludes with the draft OER policy for the University.

Orientation session

Professor Mostafa Azad Kamal was all the way the facilitator of the programme, and he discussed the theoretical and practical aspects of the open educational resources (OER). OER has been the part of academia in the digital age. He said, "Technology plays a vital role in the digital age than in previous generations, and it has become important today that education adapts to this digitalization. If not, the institutes who is not adapting with the changed situation must stay behind in the delivery of quality education. Currently, an increasing number of institutions and individuals have made such digital resources available for distribution on the Internet by removing legal, financial, and technical hurdles. OER creates the right way to provide free and accessible education to all and access information for the public good at a free of cost under legislative framework. We only need a licensing platform. Creative Commons (CC) has been the most reliable platform which contains lion share of resources of the world."

"Someone may say in such a way that this is the era of data science, and we creating the huge data every day. We need to use these data legally," he added. Creation of OER needs only certain digital skills, ICT resources, time and institutional resources. Open educational resources have limitations as most of them are in English, making resources available in local languages aims to expand the use of the OER and make it accessible and usable for all cultural and educational integration needs. In the education sector, where digitalization is being used more and more, teachers should be encouraged to share their resources and materials with their colleagues through OER.

Working session

Three groups worked on the aspects of the policy:

- i) Group 1: Preamble, Definitions and Policy Objectives
- ii) Group 2: Scope and Applicability, and Copyrights and Licences
- iii) Group 3: Liability, and Institutional Arrangements

In this session, the participants worked on policy template and prepared the group work. Finally, they come out successfully with the City University OER Policy 2022 (annex 2) which will be presented in the Academic Council for approval.

List of Participants

SL	Participants
1	Prof. Dr. Mihir Kumar Roy, Dean, Faculty of Business Administration
2	Prof. Abu Zayed Mohammad Dean, Faculty of Arts & Social Sciences Head, Dept. of Law
3	Prof. Dr. M. Mofazzal Hossain Dean, Faculty of Agriculture
4	Prof. Dr. Md. Monimul Haque Head General Education Dept
5	Prof. Dr. Shawkut Ali Khan, Head Mechanical Engineering
6	Md. Mahabubur Rahman, Associate Professor & Head (Acting), Dept. of English
7	Humayun Kabir Khan Asst. Professor & Head (Acting), Dept of EEE
8	Dr. Nazmul Houda, Associate Professor
9	Dr. Ronojit Kumar Dutta, Assistant Professor
10	Arjuman Ara, Assistant Professor
11	Sanjoy Kumar Roy, Assistant Professor
12	Md. Mahmudur Rahman Idris, Assistant Professor
13	Sabbir Hasan Chowdhury, Assistant Professor
14	Zubayer Ahmed, Assistant Professor
15	Md. Rahat Khan, Assistant Professor
16	Md. ZahidurRahman, Assistant Professor
17	Dr. Faria rabbi Assistant Professor, Dept. of Business Administration
18	Md. Murshedul Arafin Assistant Professor, Dept. of BBA
19	Md. Kabirul Islam, Librarian
20	S.M. Al Mamun Mukul Deputy Registrar
21	Shimu Shahina Islam, Assistant Controller of Exam



Workshop
on
OER Policy Development for City University
13 -14 May, 2022
Organizers:
Commonwealth Educational Media Center for Asia (CEMCA)
& City University, Bangladesh

Requirements:

- WhatsApp, Google doc
- Smooth internet connection (WiFi/Broadband connection and mobile data)
- Desktop/Laptop and smartphone

DAY 1: 13 May, 2022	
Time	INAUGURAL SESSION
10:00 -10:50am	<ul style="list-style-type: none"> ● Registration & Pre-workshop discussion
BUSINESS SESSION	
11:00am-12:30pm	<p>OPENNESS: Win-Win Situation!</p> <ul style="list-style-type: none"> ● Defining the concept of <i>openness</i> ● Why OPEN Matters? ● Creativity - building on past!  ● How can openness benefit you and your university? ● 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
2:00pm-4:00pm	<p>OER Policy</p> <ul style="list-style-type: none"> ● OER Policy - Why? What? ● Presenting the Policy Template

DAY 2: 14 May 2022	
10:00am-1:00pm	<p>Drafting OER Policy</p> <ul style="list-style-type: none"> ● Group work
2:00pm-4:00pm	<p>Finalization of the OER Policy</p> <ul style="list-style-type: none"> ● Group Presentation ● Finalization of OER Policy

City University OER Policy 2022

1. Preamble

City University (CU) is one of the leading private universities in Bangladesh having its own permanent campus on 30 acre of land at Khagan, Savar, Dhaka. Since its inception, CU endeavors to impart internationally standard tertiary education to the students at an affordable cost with the motto of Creating Culture of Excellence.

CU is committed to the idea of equal opportunity, transparency and non-discrimination. It also renders community service through dissemination of specialized knowledge by organizational training programs and other activities. Sensitive to the needs of its students and staff, CU is committed to providing a humane, responsive and invigorating atmosphere for learning and innovative thinking and to imparting higher education to the brilliant students who may be deprived of higher education because of poverty. The entrepreneurs of CU believe that they have social, corporate and religious responsibilities to the less privileged people of the country.

A significant number of students are getting these facilities and receiving their education at a very nominal/free of cost. Even the sons and daughters of housemaids, security guards, rickshaw pullers and day laborers are getting these facilities.

City University has already established collaborative programs with some universities of different countries like China, Malaysia and Indonesia.

Under the dynamic leadership of Md. Ahsanul Islam Titu, MP the present Chairman of BoT, CU is striving to become one of the top-ranking universities to foster a culture of excellence through the quality education to build a prosperous Bangladesh for which the freedom fighters of the Independence War sacrificed their lives.

City University is serving the interest of the students and the teachers with its well-equipped AC- class rooms, laboratories, digital library with 20,876 paper books and 1,23,500 e-books and 30,950 e-journals, spacious auditorium with surround illumination and sound systems, four residential Halls for both male and female students, indoor and outdoor games facilities, and other modern amenities.

Besides, City University proudly hosts a good number of vibrant clubs i.e. Career Development Club, Language and Debating Club (LDC), Literary Club (C E L L), Cultural Club, Sports Club, Magazine Club, etc.

After 20 years, in 2022, City University has around Eight thousand students, 250 well-trained faculty members in twelve departments, spirited team of around 150 officers and staffs, six computer laboratories, two mechanical workshops and laboratories, a digital laboratory, four physics and chemistry laboratories, extensive textile laboratories and a well-managed website.

The City University started its academic programs in 2002 which has now been transformed into a prestigious educational abode of educators, researchers and learners. With Pride and Honor City University marches forward for a better Bangladesh, a better tomorrow, with the goal of achieving excellence. City University also abides by the motto of "Reaching to Unreached". It is dedicated to providing increasing access to quality higher education in skill

development, vocational, professional and liberal education programs, application of modern communication technologies and adoption of the distance education methodology. City university strives towards developing an Innovative, Flexible and Open system of education through appropriate use of open and distance learning methods using ICT.

University 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 have 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.

It also understands that with the adoption of OER policy it will create the environment and resources enabling lifelong learning, contributing in the development of knowledge society. OER policy of the university is also in line with the protection of the intellectual property rights. The ownership of copyright as assigned to City University, the creator. 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 amendment.

2. Definitions.

- 2.1. **Open Educational Resources (OER):** Based on the UNESCO OER recommendations (UNESCO, 2019, 40C/32, annex p.2-3)¹, City University 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. **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) ¹of reusing, revising, remixing, redistributing and retaining of OER.
- 2.5. **OER Sharing:** Making OER freely accessible, especially online.
- 2.6. **Content Developer:** Any person (typically author) engaged in the development of teaching and learning materials used by the institution.
- 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 [country]. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains

¹ 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.

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). 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”.²
- 2.9. **Institutional Repository:** a set of services offered by an institution “to the members of its community for the management and dissemination of digital materials created by the institution 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”³.

3. Policy

3.1. Policy Declaration

The City 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.
- 3.2.2. City University, as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the relevant Faculty/Department/Division.
- 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 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 and integration in the development/delivery of courses;
- 3.3.2. Develop awareness about the concept and practices related to OER among all staff;

² <http://opendefinition.org/guide/>

³ 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>

- 3.3.3. Build capacity among academic and academic support staff 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; and
- 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.

3.4. **Scope and Applicability**

Unless notified by City University as special exclusion, this OER policy is applicable to:

- 3.4.1. All academic and academic support departments of the City University;
- 3.4.2. All content developers within the institution and those engaged by the institution on temporary/contract basis;
- 3.4.3. All types of learning materials released in physical or electronic format;
- 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 institution.

3.5. **Copyrights and Licences**

- 3.5.1. City University 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) license⁴.
By default, the university will use Creative Commons Attribution- ShareAlike (CC-BY_SA) 4.0 International License. However, the City 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.
- 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.
- 3.5.6. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.
- 3.5.7. The license declaration on the OER will be in the following format:

⁴ <https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/>

© 20XX [City University]. Except where otherwise noted, this work is licensed under Creative Commons Attribution- ShareAlike (CC-BY_SA) 4.0 International License. To view a copy of this license, visit [Creative Commons Attribution-ShareAlike 4.0 International License](#).

3.5.8. City University reserves the copyright of the institutional logo used in all of its materials, and does not permit use of its logo without written permission for derivatives of its works.

3.6. **Quality Assurance and Review System**

3.6.1. The OER repository will strive to provide quality assured resources.

3.6.2. Learning resources developed by the institution through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further review prior to uploading on to the OER repository. All other contributions will be peer reviewed within the department before uploading on the OER Repository.

3.6.3. An OER Quality Review Board (OER-QRB) will be notified to review policy as well as the production, delivery and access of OER.

3.6.4. The OER-QRB will constitute the following members: Director/Additional Director of the Internal Quality Assurance Cell, Registrar, Academic Dean/s, Head of the departments, University Librarian, and selected 2/3 OER experts.

3.6.5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators to help teachers focus on the quality of OER.

3.6.6. The OER-QRB will have a three year term, and will report annually to the Academic Council through the Vice Chancellor.

3.7. **Liability**

3.7.1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the City University absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by staff of the City University do not necessarily reflect the opinion of the City 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 authorisation from the institution.

3.7.3. The disclaimer will have the following format:

The publication is released for educational purposes, and all information provided are in 'as is' basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party

for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any Views expressed in the publication are that of the author, and do not necessarily reflect the views of City University. All products and services mentioned are owned by their respective copyrights holders, and mere presentation in the publication does not mean endorsement by City University. Derivatives of this work are not authorised to use logo of City University.

3.8. Institutional Arrangements

- 3.8.1. The OER produced by the City University will be hosted in an institutional OER repository.
- 3.8.2. The concerned departments, e.g. 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.