Adoption of Open Educational Resources (OER) in HELP University

Design and Development of Institutional OER Policy

(Date: September 23rd- 24th 2020)

Report

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Organised by
Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi
and
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CONTEXT

HELP University established in 1986, is a conventional formal university in Malaysia. The university was established with the Mission, 'to help people succeed in life and to live a life of significance through education'. HELP University is rapidly moving towards an online blended teaching-learning approach. Having identified the significance of adopting OER at the institutional level, a capacity building programme was organised by Commonwealth Educational Media Centre for Asia (CEMCA) on Adoption of Open Educational Resources for HELP University and then a programme has been initiated by HELP University with the support of CEMCA, on Design, Development and Implementation of an Institutional OER policy. Prof Shironica P. Karunanayaka, Dean Faculty of Education- The Open University of Sri Lanka was engaged by CEMCA, to facilitate and provide support on the design and development process of the Institutional OER policy for HELP University.

OBJECTIVES

The objective of the activity was to conduct an online programme which will lead to the Design and Development of an Institutional OER policy to HELP University, Malaysia, in order to provide direction in the use of OER to increase access to and support quality teaching and learning in their education system.

EXPECTED OUTCOMES

The expected outcomes of the programme are to:

- build awareness among key stakeholders at HELP University, Malaysia on the concept and impact of an OER Policy;
- prepare draft OER policy framework which caters to the requirements of the HELP University, Malaysia; (using COL-CEMCA Institutional OER Policy Template);
- initiate the process of drafting an OER policy for HELP University, Malaysia;
- provide ongoing online support/follow-up leading up to a final draft policy for HELP University, Malaysia

PARTICIPANTS

Senior faculties, Deans, Departmental Heads, IT head, Directors, PVCs from the university participated in the workshop. A total number of 59 members of the staff from HELP University had registered as participants for this activity in three categories: Corporate- HU (09); Academic HoDs and Senior Managers (40) of HU; Academic HoDs HELP Academy (07), with a gender breakdown of 31(F):28(M).

DATES

A two day draft policy development workshop was organised from 23rd and 24th September 2020.

Activities and Modalities

The specific activitite planned and scheduled were as follows:

- Conduct of an Online workshop (synchronous and asynchronous) for drafting OER policy for HELP University, Malaysia (using COL-CEMCA Institutional OER Policy Template available at: http://oasis.col.org/handle/11599/2361.)
- Facilitating the participants including Senior faculties, Deans, Departmental Heads, IT Head, Directors, PVCs, etc. of HELP University, in drafting an Institutional OER policy
- Providing synchronous support via conduct of an online workshop on 23rd and 24th September 2020 from 11.30 A.M. till 02.00 P.M. (Sri Lanka and India Standard Time. Malaysia Time will be 02:00 P.M. till 04.30 P.M), to develop the Draft OER policy for HELP University, Malaysia.
- Providing asynchronous support through online strategies to HELP University for finalisation of the OER policy.
- Preparing of a Final Draft of Institutional OER Policy for Help University, Malaysia

Workshop Proceedings

Day 1

Inaugural Session

Prof. Madhu Parhar, Director-CEMCA, welcomed all participants and introduced to the facilitator of the workshop to the participants. She explained about the background of this initiative and the Malaysian syatem of education, education policy, e-learning policy and the copyright act. Prof. Datuk Paul Chan, Vice- Chancellor of the HELP University addressed the participants, explaining the significance of this initiative to HELP University. An introduction to the workshop was made by the workshop facilitator Prof Shironica P. Karunanayaka, describing the scheduled work plan of the two-day workshop, and indicating the expected outcomes and outputs of this activity. After the Welcome Session, the workshop continued as scheduled, with the following activities:

Technical Session: Introduction

Prof Shironica P. Karunanayaka initiated the session with explaining the concepts of OER and an OER Policy, the necessity and benefits of an Institutional OER Policy for a Higher Education Institution and key issues to be considered while developing an Institutional OER Policy.

While presenting she revisiteed the concept of OER with an emphasis on the underlying value principles in relation to openness in education, free and open access to knowledge, and sharing of knowledge. Referring to UNESCO definitions on OER (2002; 2019), Cape Town Open Education Declaration (2007), Paris OER Declaration (2012), UNESCO Recommendations on

OER (2019), and Creative Commons Licenses, an active discussion was conducted with the participants, outlining the significance of having an Institutional OER Policy. Links to all the relevant resources were added to the Google Doc.

Technical Session: Brainstorming Session

The next session was an interactive brainstorming session, where the participants were requested to come up with their own ideas in relation to the following aspects

- Concept of OER and its significance
- Need for an Institutional OER Policy
- Benefits of an Institutional OER Policy
- Key issues to be considered
- Suggestions

Afterwards, the participants were also requested to do a SWOT Analysis in order to analyze their institutional context, thinking about the Strengths, Weaknesses, Opportunities and Threats, and fill-up a table provided in the Google Doc.

Based on the discussion in relation to the above activity, all participants agreed with the fact that development of an Institutional Policy on OER would help in making teachers, learners and the greater community more sensitized to the availability and free-usage of openly licensed educational materials in a productive and an ethical manner.

Technical Session: OER Policy Framework

COL-CEMCA Institutional OER Policy Template was introduced to the participants. It was highlighted that templates and supportive resources have been designed and made available to help governments to review and develop key policy issues for implementing effective OER policy at national level as well as to support educational institutions draft OER policies. A presentation was made demonstrating the different aspects to be considered, and key components to be included in the Institutional OER Policy, based on the COL-CEMCA Institutional OER Policy Template. The major components of COL-CEMCA OER pomict template discussed

A follow-up group discussion was held, on the significance of each of these components and understanding of participants towards the same. At the end of the session the participants were requested to form sub-groups and distribute work among each other by mutual consent on the draft OER Policy Template which has been created in Google Doc., and that the facilitator expected inputs on this, by the participants in relevant sub-groups.

Day 2

Prof Madhu Parhar gave the welcoming remarks and invited the participants for brief self-introductions.

TECHNICAL SESSION

The session started with sharing the draft policy template created by the expert and was shared through the Google Doc. The aim of the shared document was to disuss and mutually agree upon the components and content to be included in the Institutional OER Policy, as relevant and agreeable to their own institution – HELP University.

A whole-group interactive session was conducted with all participants, working on each of the components together, and moving towards creating an initial draft of the Institutional OER Policy Framework. Accordingly, the participants were requested to open the OER Policy Template in Google Doc. In their own computers, so that all could work collaboratively along with the facilitator. Each of the following components of the template were discussed and inputs were made by the participants.

1. Preamble
2. Definitions
3. Policy

3.1. Policy Declaration
3.2. Policy Statements
3.3. Policy Objectives
3.4. Scope and Applicability
3.5. Copyrights and Licenses
3.6. Quality Assurance and Review System
3.7. Liability
3.8. Institutional Arrangements

Each statement in each of these sections were carefully reviewed and discussed with the participants by the expert. It was emphasized and re-emphasised that the COL-CEMCA template provides only a guideline, and that the HELP University could revise any statement and adapt according to the contextual requirements of the institution.

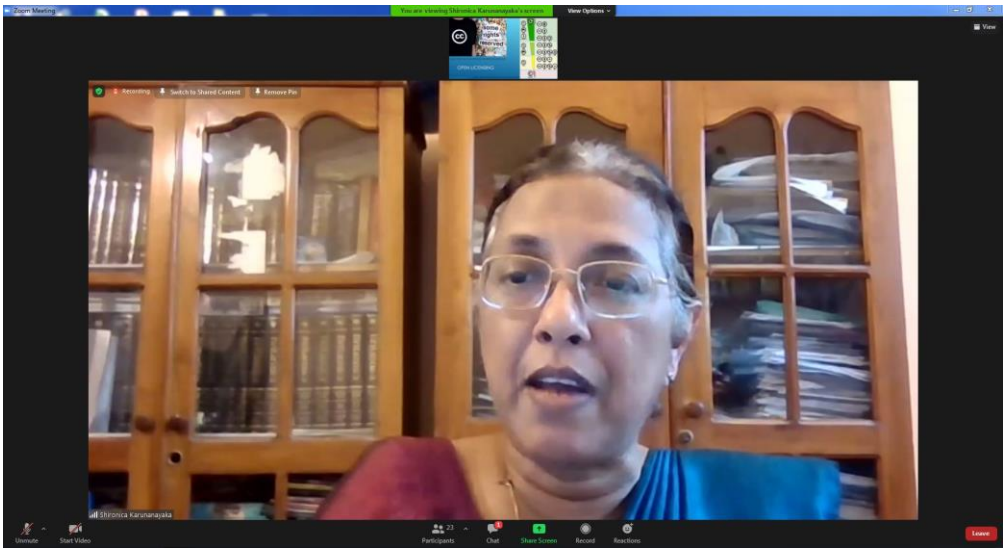
WAY FORWARD

The workshop concluded with a mutual agreement on the continuation of providing asynchronous online support by the facilitator via email, and through the Google doc. It was informed to the participants that this shared Google doc. to be considered as a working document, where anyone could contribute their ideas. All participants were encouraged to make their inputs either using the "suggesting mode" or by inserting comments in the Google doc. It was decided to keep the Google doc open for editing by participants only until 2nd September 2020, and after that expert could fine-tune and complete the final draft of the Institutional Policy to be submitted to CEMCA. Further, it was informed that the video recordings of the two days workshop will be shared with all staff, who could not participate. At the end of the workshop Prof. Parhar and Prof Liew gave the formal vote of thanks.

Programme Schedule Online Workshop for Drafting OER Policy for HELP University, Malaysia 23 – 24 September 2020 Commonwealth Educational Media Centre for Asia			
Date	**Time**	**Activities**	**Details**
DAY 1 **23.09.2020** **(Wednesday)**	11:30 -11.45 (14 :00- 14 :15)	**Welcome** • Welcome Address by Prof. Madhu Parhar • Address by Prof. Datuk Dr. Chan, HELP University • Introduction to the Workshop – by Prof. Shironica P. Karunanayaka	Welcome Background to the Workshop Significance of the Workshop Expected Outcomes/Outputs
	11:45 -12:30 (14 :15- 15 :00)	**Introduction** • Presentation - Introduction to Design and Development of an OER Policy • A follow-up group discussion on the need for an Institutional OER Policy, and issues to be considered • Brainstorm ideas and summarize key points	Raise awareness and initiate a discussion among the participants on the following: - The concept of an OER Policy - Necessity and benefits of an Institutional OER Policy for a Higher Education Institution - Key issues to be considered in an Institutional OER Policy development
	12:30 -13:30 (15 :00- 16 :00)	**OER Policy Framework** • Presentation - Introducing the COL-CEMCA Institutional OER Policy Template • Key components of an OER Policy**,** with some Global Examples • A follow-up group discussion on different aspects to be considered in the Institutional OER Policy	- COL-CEMCA Institutional OER Policy Template - Key components to be included • Policy Declaration • Policy Statements • Policy Objectives • Scope and Applicability • Copyrights and Licenses • Quality Assurance and Review System • Liability • Institutional Arrangements
	13:30 -14:00 (16 :00- 16 :30)	• Distribution of work among the participants • Guidance on preparation for the specific activities in Day 2.	- Work distribution by mutual consent (sub-groups) - Creation of a DRAFT Template in Google Docs for inputs by the participants in relevant sub-groups

Date	Time	Activities	Details
DAY 2 **24.09.2020** **(Thursday)**	11:30 -11.45 (14 :00- 14 :15)	**Workshop Continues – Drafting of an Institutional OER Policy** Introduction to Day 2 Discussions and agreement on the key components and content to be included in the Institutional OER Policy	Presentation of Ideas and suggestions for inclusions/revisions on key components and content to be included of the Institutional OER Policy, based on Institutional requirements Mutual agreements and decisions to be made.
	11:45 -12:30 (14:15- 15 :00)	**Group Discussions** • Small group discussions (three sub-groups) – about the content to be included in the relevant sections under different aspects (upon mutual agreement)	Sub group 1 - Policy Declaration; Policy Statements; Policy Objectives Sub group 2 – Scope and Applicability; Copyrights and Licenses; Quality Assurance and Review System Sub group 3 - Liability; Institutional Arrangements; Any others Discussions; Sharing of ideas; Feedback; Suggestions; Revisions; Improvements to be made on the DRAFT Institutional OER Policy
	12:30 -13:30 (15 :00- 16 :00)	**Presentations** • Short Presentations (reports from each sub-group) • Peer feedback; Facilitator feedback • Revisions based on feedback	
	13:30 -14:00 (16 :00- 16 :30)	• Guidance on preparation for the specific activities to continue, with asynchronous online support by the facilitator, to finalise the Institutional OER Policy	- Work plan to be prepared by mutual agreement (a time-line with targets) - Use of the Template in Google Docs for inputs by the participants in relevant sub-groups

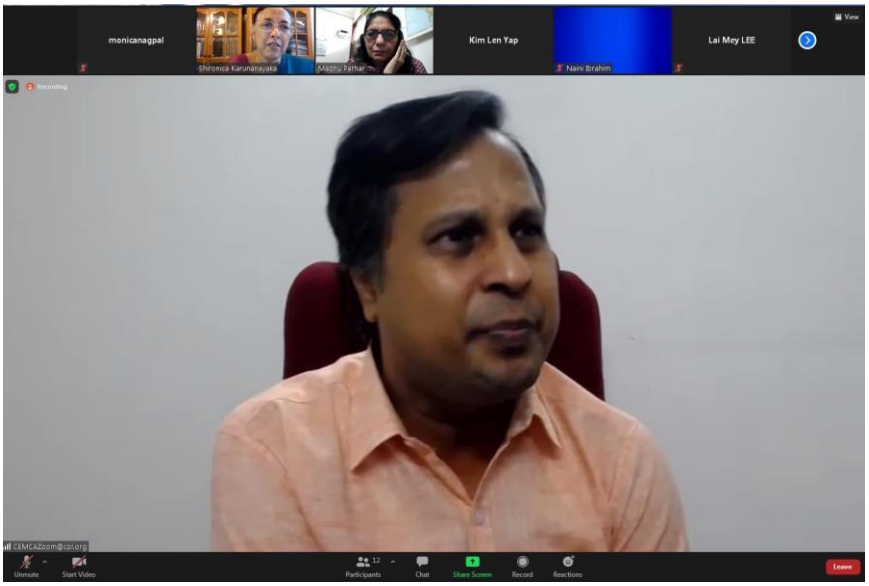
Photo Gallery

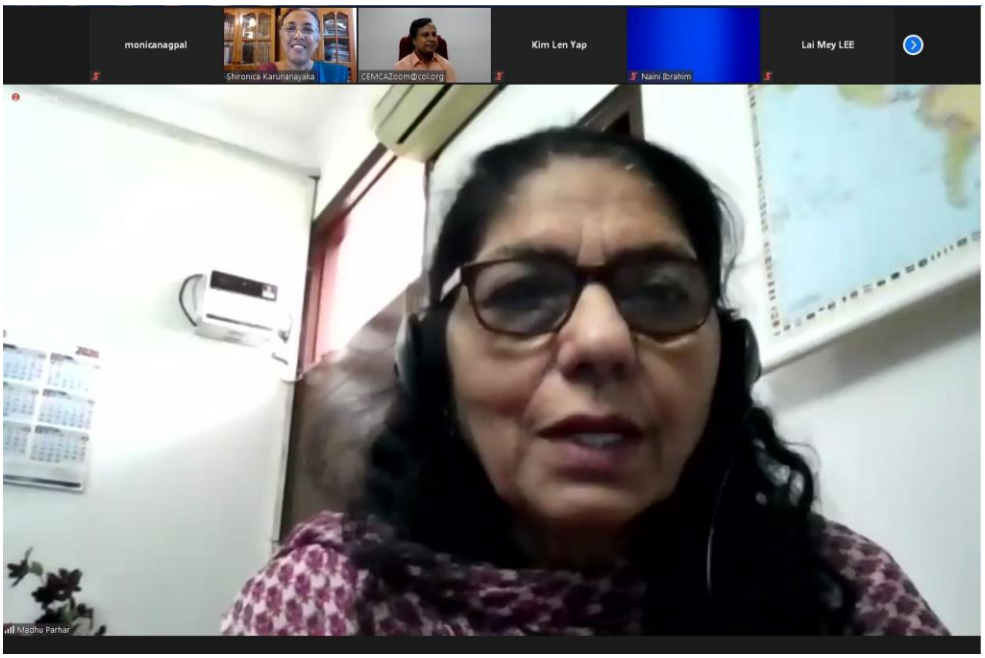


Purpose of an OER Policy

- To provide direction in the use of ***Open Educational Resources*** (***OER***) to,
  - **increase access to** and
  - **support quality teaching and learning**

  in the education system.

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Shironica Karunanayaka
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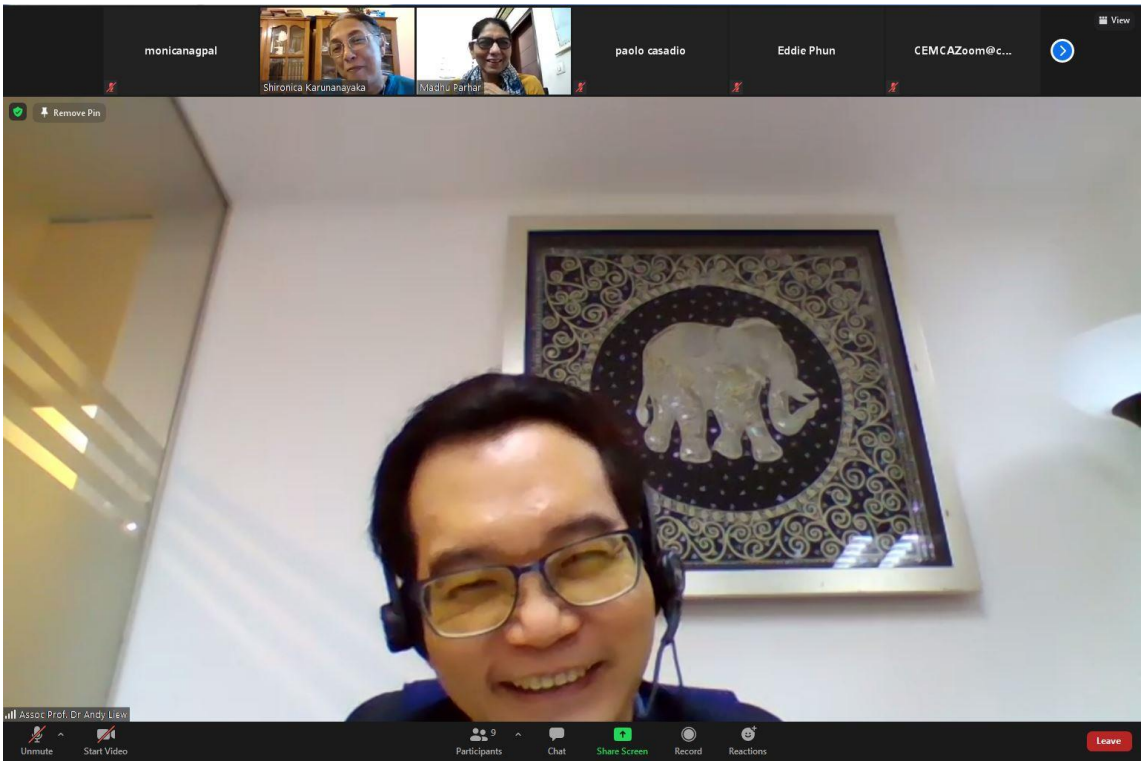
Kim Len Yap
Naini Ibrahim
Lai Mey LEE
Madhu Parhar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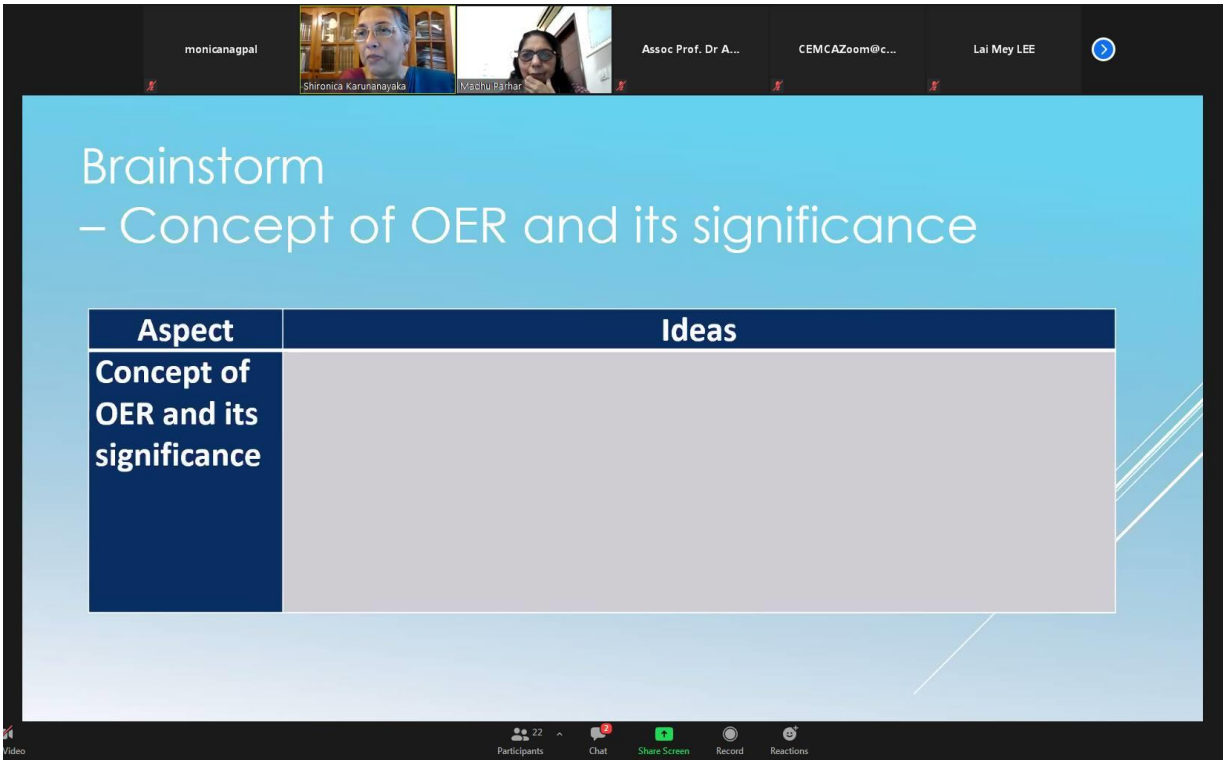
View
Remove Pin
Assoc Prof. Dr Andy Liew
Unmute
Start Video
Participants
Chat
Share Screen
Record
Reactions
Leave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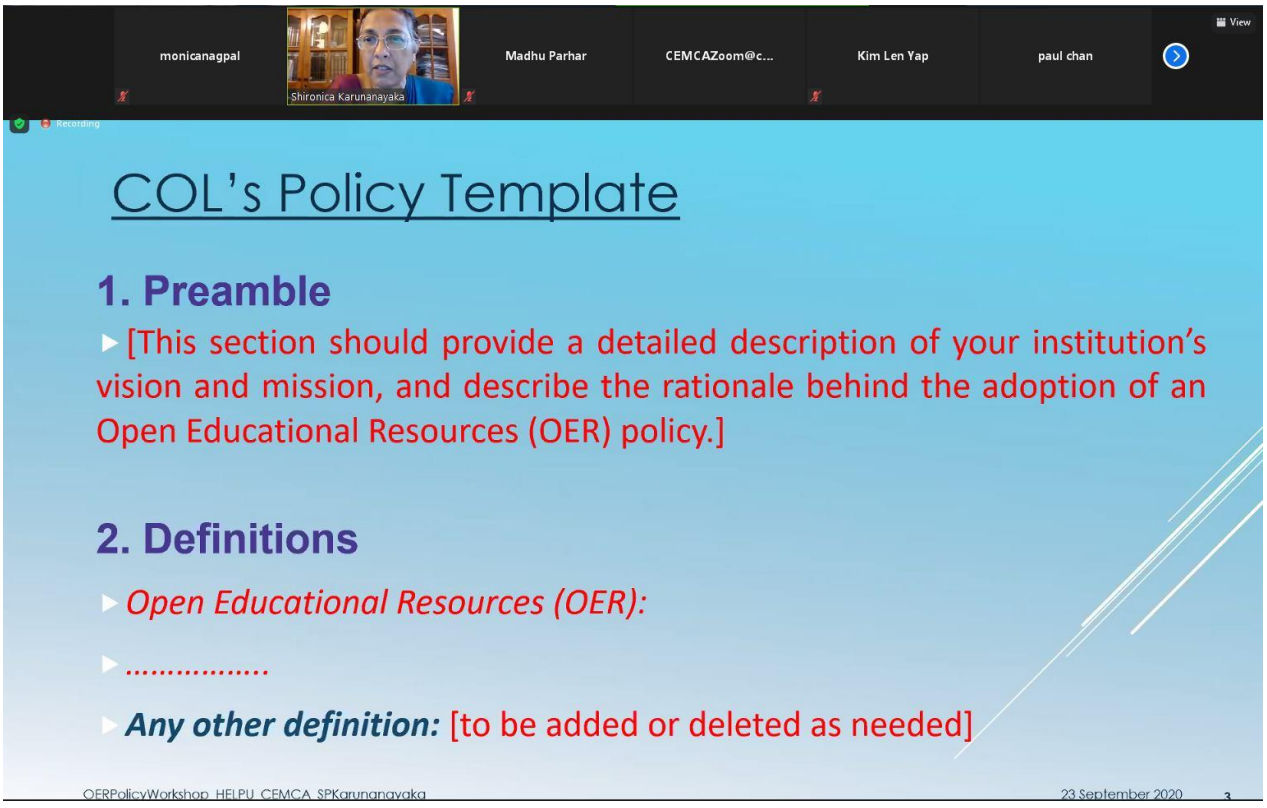
Brainstorm
– Concept of OER and its significance
Aspect
Ideas
Concept of OER and its significance
Video
Participants
Chat
Share Screen
Record
Reactions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View
Recording
COL's Policy Template
1. Preamble
[This section should provide a detailed description of your institution's vision and mission, and describe the rationale behind the adoption of an Open Educational Resources (OER) policy.]
2. Definitions
Open Educational Resources (OER):
.....
Any other definition: [to be added or deleted as needed]
OERPolicyWorkshop_HELPU_CEMCA_SPKarunanayaka
23 September 2020
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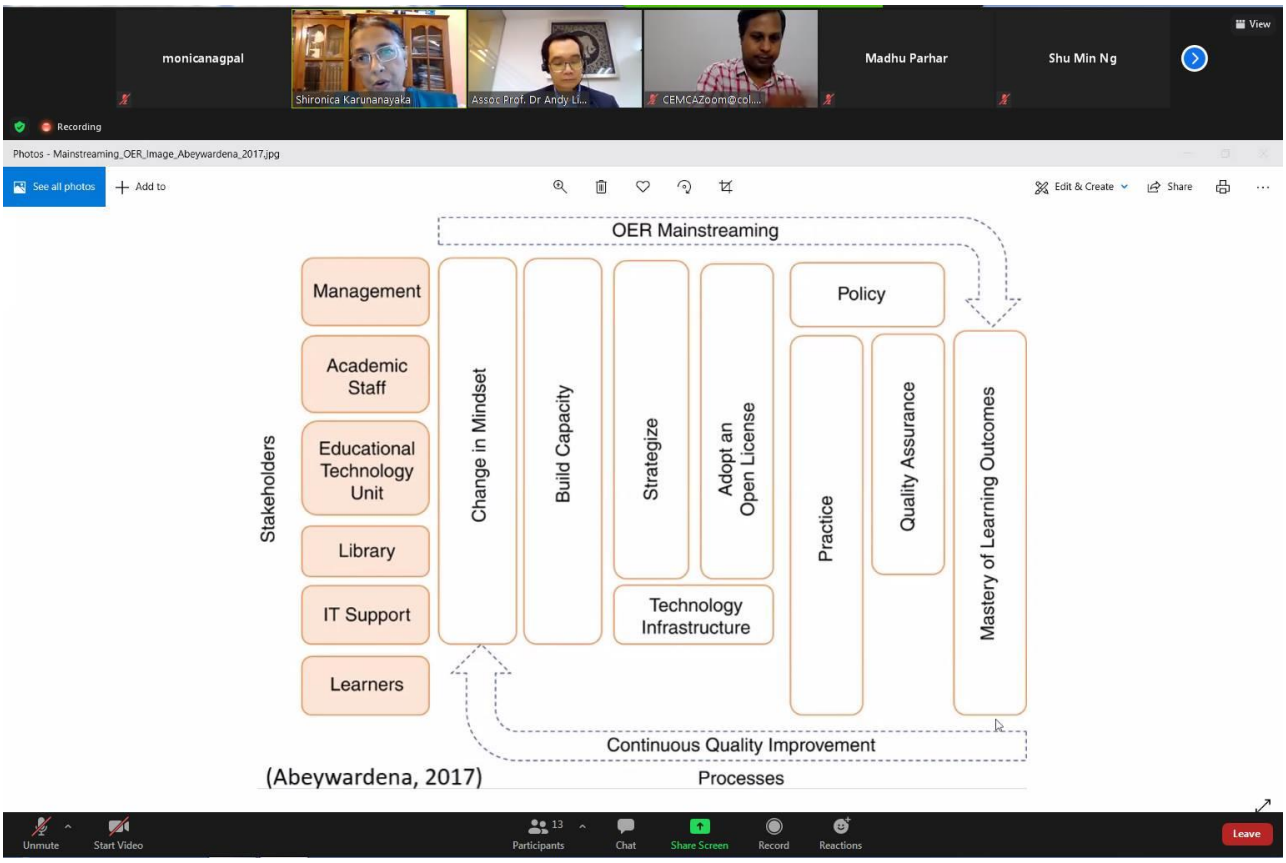
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Assoc Prof. Dr Andy Li...
CEMCAZoom@col...
Madhu Parhar
Shu Min Ng
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Recording
Photos - Mainstreaming_OER_Image_Abeywardena_2017.jpg
See all photos
Add to
Edit & Create
Share
OER Mainstreaming
Stakeholders
Management
Academic Staff
Educational Technology Unit
Library
IT Support
Learners
Change in Mindset
Build Capacity
Strategize
Adopt an Open License
Technology Infrastructure
Policy
Practice
Quality Assurance
Mastery of Learning Outcomes
Continuous Quality Improvement
(Abeywardena, 2017)
Processes
Unmute
Start Video
Participants
13
Chat
Share Screen
Record
Reactions
Leave

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