

OPEN EDUCATIONAL RESOURCES (OER) PROCEDURE

Policy Section:	Student and Academic Support Services	Effective Date:	April 23, 2026
Policy Owner:	Vice President, Academic & Student Experience	Last Revised:	April 23, 2026
Policy Administrator:	Director, Academic Experience	Review Scheduled:	Every 4 years
Approver:	Deans' Council Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. PROCEDURES

This procedure is governed by the Open Educational Resources (OER) Policy.

1. Purpose

The purpose of this procedure is to:

- a. develop awareness about the concepts and practices related to OER among all employees;
- b. build capacity among academic and support staff to use OER appropriately in their professional engagements;
- c. ensure support for utilization of available tools, technologies, infrastructure, hardware and software for effective OER creation and integration; and
- d. guide members of the College community in the adoption and adaptation of existing OER, as well as creation of new OER.

2. Application

- 2.1 For OER projects that involve Indigenous Traditional Knowledge or Indigenous ways of knowing, project leads must engage in early and ongoing consultation with appropriate Indigenous Peoples, communities, or Elders to determine permissions, cultural protocols, and conditions for use, adaptation, and distribution of the content.
- 2.2 This procedure complies with the Memorandum of Understanding (MOU) in place with the Open Education Alberta (OEA) consortium, which provides access to the Pressbooks publishing platform and accompanying repository.
- 2.3 The selection, modification, and/or creation of an OER is appropriate where it is of equal or higher quality than commercially licensed content and where its use supports program and course learning outcomes. Determinations of quality are made using the same academic and institutional standards applied to other instructional materials.
- 2.4 The College is committed to supporting diverse learner needs by using OER that can be adapted into multiple formats, aligned with principles of Universal Design for

Learning (UDL), and/or enhanced with accessibility features (e.g., Web Content Accessibility Guidelines, WCAG) wherever feasible.

3. Roles and Responsibilities

- 3.1 The Library and the Centre for Teaching & Learning (CTL) will work with OEA to continue to provide faculty and academic support staff with access to publishing software and the accompanying repository. When publishing OER with OEA, we are guided by practices of this organization.
- 3.2 When publishing OER using the Pressbooks platform, Keyano College's Institutional Representative ensures alignment with the MOU with Open Education Alberta (e.g., metadata requirements, accessibility, and copyright review) before publication. A checklist is available to members of the College community using the publishing platform.
- 3.3 The Library will provide institutional support for the identification, selection, and use of OER; make OER discoverable in the library catalogue and elsewhere; and help share and promote OER projects adapted or created by members of the College community.
- 3.4 The Library and CTL will provide professional guidance on OER, open licensing and Creative Commons licensing, using the Pressbooks publishing platform, and other topics for faculty, curriculum developers, and other members of the College community.
- 3.5 OER Grant funding is administered under the direction of the College. The department, as identified by the College, will administer the OER Grant program, including promoting funding opportunities, supporting applicants through the proposal and development process, and ensuring that funded projects align with institutional OER priorities and licensing requirements.
- 3.6 Those using, adapting, or creating OER are responsible for conducting due diligence, complying with the requirements of any funding source and/or contract conditions, adhering to relevant College policies and procedures related to research and innovation, and ensuring alignment with provincial freedom of information and protection of privacy legislation.
- 3.7 Creator(s) are responsible for seeking approval from the relevant Dean/Director prior to initiating the development of new OER, including OER intended for use in curriculum development. This ensures that proposed projects align with program needs, institutional priorities, and any applicable copyright, licensing, or quality assurance expectations.

4. Copyright and Licensing

- 4.1 It is the responsibility of staff (and students, where applicable) to ensure that they have the necessary rights to publish an OER and that all resources published comply with all relevant legislation, policy, and guidance (e.g., copyright, IP, data protection, accessibility, etc.).

- 4.2 A Creative Commons Attribution-ShareAlike license (the “CC BY-SA” license) shall be assigned to OER, allowing for the distribution, reuse, and modification of the content. Additional Creative Commons elements—such as Non-Commercial, or NC—may be applied when appropriate for the resource or when required by the licensing of embedded third-party materials. The No Derivatives (ND) license option is not supported because it prohibits the adaptation needed to ensure accessibility, localization, and continuous improvement of OER.
- 4.3 The copyright owner will normally be determined according to the relevant Keyano College policy and Collective Agreement, with the exception of Indigenous Knowledge shared by Indigenous Peoples. An example of good attribution would be:
© 202x, [Author Name], Keyano College, CC BY-SA 4.0
- 4.4 Master Moodle shells for courses designated as OER are institutionally owned course templates and are governed by a standardized attribution and licensing statement. All master Moodle shells for courses designated as OER must include the following attribution statement to clarify ownership, licensing, and permitted adaptation:
This master Moodle shell’s template and associated content are owned by Keyano College © 202x, CC BY-NC-SA 4.0, and may be adapted by faculty within their allocated course shells. Any modifications must preserve the core content and may not remove the material in its entirety, in order to maintain the integrity, consistency, and copyright compliance of course materials across all offerings.”
- A shortened version of this attribution statement must be retained when OER content is transferred to the course development shell.
- 4.5 Indigenous Traditional Knowledge may require the use of TK Labels, Indigenous community-specific permissions, or restricted-sharing statements, and in some cases cannot be openly licensed; where such protocols apply, OER creators must follow Indigenous community guidance. For more information on TK Labels, please see <https://localcontexts.org/labels/traditional-knowledge-labels/>.
- 4.6 When creating and using OER, the copyright owner(s), author(s), date, and Creative Commons license should be visibly attributed, so that others can clearly understand what permissions for reuse are being granted.

5. Quality Assurance and Review

- 5.1 OER selected for inclusion in courses must:
- align with course and program learning outcomes;
 - be of equal or higher quality than commercially licensed content;
 - comply with the terms of the Creative Commons license assigned to the content;
 - be developed and used in accordance with College or School policies, procedures, and guidelines; and
 - meet requirements and/or standards of accrediting and regulatory bodies where applicable.

- 5.2 OERs developed through College initiatives shall be subject to the quality assurance standards of the College prior to publication to ensure accuracy, accessibility, appropriate licensing, and/or alignment with course or program learning outcomes.

B. DEFINITIONS

(1)	Commercial use:	means for the purpose of this policy, commercial use means materials that will be offered for sale or license and that are intended to generate sales revenues or royalties.
(2)	Copyright:	means the exclusive right of the copyright owner to reproduce, scan, distribute, perform, publish, adapt, translate, and otherwise control a work, or any substantial part thereof as defined in the Copyright Act.
(3)	Creative Commons (CC) Licenses:	means open copyright licenses that allow a copyright owner to retain ownership while also allowing others to use, revise, remix, and share the content without permission or fees. For more information about the non-profit organization that provides this system of licensing, refer to the Creative Commons website at https://creativecommons.org/licenses/ .
(4)	Indigenous:	means reference to First Nations, Metis, and Inuit Peoples of Canada.
(5)	Indigenous intellectual property:	means the information, practices, beliefs, and philosophy that are unique to each Indigenous culture. ^{Ref}
(6)	Indigenous Traditional Knowledge:	means the unique cultures, languages, values, histories, governance, and legal systems of Indigenous Peoples in Canada. It is place-based, cumulative, and dynamic. ^{Ref}
(7)	Leader:	means the term <i>leader</i> reflects that this Procedure and associated Policy apply to all Members of the College Community. Depending on context, a creator's leader may be a Chair, Manager, Associate Dean, Dean, or another individual with direct responsibility for the relevant department.
(8)	Members of the College community:	means all faculty members, staff, administrators, curriculum designers, consultants, contractors, and anyone who may be using, adapting, or creating Open Educational Resources in the course of their association with Keyano College.
(9)	OER adaptation:	means to modify an existing OER—including revising, updating, expanding, localizing, or reorganizing content—to better align with course outcomes, learner needs, or institutional context.
(10)	OER adoption:	means to select existing OER for use in a course without any change.

(11)	OER creation:	means to develop OER material by creating original content and/or compiling with other resources.
(12)	Open Education:	means resources, tools, and practices that are free of legal, financial, and technical barriers and can be fully used, shared, and adapted in the digital environment. Open Education maximizes the power of the Internet to make education more affordable, accessible, and effective. Ref
(13)	Open Education Alberta (OEA):	means a province-wide initiative that advances open education in Alberta by coordinating shared infrastructure and collaborative support for the development and use of open educational resources in post-secondary education.
(14)	Open Educational Resources (OER):	means learning, teaching, and research materials in any format and medium that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation, and redistribution by others with no or limited restrictions. Ref
(15)	OER Grant Program:	means the OER Grant program at Keyano College provides funding support to faculty members and academic support staff to engage in open pedagogy, adaptation, and/or adoption of OER each academic year. The purpose of the grant program is to support the use and adaptation of OER and ultimately improve the Keyano student experience through free and low-cost access to meaningful and high-quality resources. For more information, please refer to the guide at https://keyano.libguides.com/OER/grants .
(16)	Open license:	means Open licenses, such as Creative Commons licenses, allow copyright holders to retain ownership of a work, while allowing others to freely use, modify, and share the work without requesting permission.
(17)	Pressbooks:	means a web-based open publishing platform used to create, edit, and share open educational resources (OER), including open textbooks, in multiple accessible formats and under open licences.

C. RELATED LEGISLATION

- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- UNESCO Recommendations on OER (UNESCO 2019)

D. RELATED DOCUMENTS

- Academic Freedom Policy
- Copyright and Fair Dealing Policy
- Curriculum Development Policy
- Keyano College Faculty Association Collective Agreement
- Library Collection Development Policy

- Open Educational Resources Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/23/2026	New procedure		Chair of Library Services	Interim Vice President Academic & Student Experience