



TOMPKINS CORTLAND COMMUNITY COLLEGE
OER COURSE DEVELOPMENT PRECEPTS AND GUIDELINES

1. Instructor Information

Instructor Name: _____ Department: _____ Date: _____

2. Course Information

Course Name: _____ Course ID: _____ Section: _____ Term: _____

Course is adopted/developed: _____

3. Instructional Design Reviewed by: _____

Y, N or N/A	Notes	
		Course contains only OER (i.e., no publisher content is used)
		All resources used (images, tables, graphs charts, etc.) are Creative Commons (CC) licensed , contain attribution , are in the public domain, and/or adhere to copyright laws
		YouTube videos have CC license if used as core content or are only offered as supplemental content if they contain the Standard YouTube license
		Slides and PowerPoint files (images, charts, graphs, etc.) are all openly licensed and contain attribution on each item
		Course meets students learning outcomes (SLO) and is designed using a mapping template
		Content is accessible (an instructional designer can assist with this)
		Using vendor platform (College pays fees per user)
		Agree to share the course, including all assessment items created (tests, assignments, etc.)
		Agree to have course listed on the SUNY OER Services/Open SUNY Textbooks catalog site any other College-related OER promotional websites

4. Student Information System Processing

OER Course (Y/N): _____ OER Fee Assessed (Y/N): _____ Entered by: _____

5. Signatures and Approval

Instructor request for stipend _____ Date _____

Instructional Designer _____ Date _____

Stipend approved by Provost _____ Date _____

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