



Affordable and Open Educational Practices: Scale of Adoption Self-Assessment

Institution Name:

Date:

This tool can be used to assess the adoption of best practices for affordable and/or open resources across a college/district. Best practices for open and affordable education were adapted from [Achieving the Dream's OER Degree Initiative](#) findings. Results from these assessments will be compiled within the WTCS OER Network to best determine areas of need for professional development, training, resources, and technical assistance.

Please submit this assessment to the WTCS OER Network by **November 15, 2019**.

Scale of Adoption	Definition
<i>Not occurring</i>	College is currently not following, or planning to follow, this practice
<i>Not systematic</i>	Practice is incomplete, inconsistent, informal, and/or optional
<i>Planning to scale</i>	College has made plans to implement the practice at scale and has started to put these plans into place
<i>Scaling in progress</i>	Implementation of the practice is in progress for all students
<i>At scale</i>	Practice is implemented at scale—that is, for all students in all programs of study

Definitions

Affordable Educational Resource: An educational resource (e.g., textbooks, study guides, online resources) that costs the students less than \$40 (e.g., Lumen). For the purpose of this assessment, zero student cost resources that are not openly licensed (e.g., library resources) are also included.

Open Educational Resource: An educational resource that is free to use and openly licensed (Creative Commons).

Recommendations for Completing the Assessment

To complete this assessment, gather input from a variety of roles across the institution. We recommend assembling a cross-functional team comprised of (1) leadership (e.g., Provost), (2) faculty representatives from various program areas, (3) bookstore manager, (4) librarian, (5) instructional designer, (6) accommodation specialist, (7) academic advisor, (8) registrar, and (9) student representatives.

Affordable/Open Education Practices	Scale of Adoption at Our College	Progress to Date in Implementing the Practice	Next Steps Toward Scaling the Practice & Timeline
<p>1. TRANSPARENCY & COMMUNICATION</p> <p>Every course is labeled in the course catalog/schedule selection tool to indicate textbook cost (e.g., “Open”, “Zero Textbook Cost”, “Low Cost”).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>College staff (e.g., advisors, bookstore staff, student services, etc.) are familiar with which courses offer OER/AER as the primary required text and provide a consistent message to students about affordable and open educational resources.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Students are involved in the college’s affordability and/or OER planning/initiative (e.g., review/provide feedback of OER, OER awareness campaign, participate in student created OER content, student government involvement).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Faculty-developed open educational resources are made publicly available and released under the appropriate Creative Commons license (e.g., uploaded to DPI’s OER Commons Hub).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>2. FACULTY SUPPORTS</p> <p>Training opportunities and resources are available to faculty for finding, adopting, creating, reviewing, and revising open and affordable (when applicable) educational resources.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •

<p>Policies are in place for reviewing open and affordable educational resources with a developed rubric and quality standards.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>The college provides staff support and compiles resources for staff and faculty use (e.g., multiple repositories and tools for finding content, information on copyright/creative commons licenses, etc.). This support could come from the library, instructional designers, bookstore staff, college intranet, libguides, etc.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Learning communities/communities of practice are established to help faculty share and collaborate across the college and receive support from peers and other staff (e.g., librarians, instructional designers, etc.).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Faculty receive incentives (e.g., release time, stipend/grant, performance evaluation criteria, etc.) to adopt open and/or affordable education materials.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>The college has an OER/AER Coordinator/Manager position or designated resource person to help coordinate efforts across the college and help faculty.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •

<p>The college has an established cross-functional team for OER/AER.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>3. OER IN THE CLASSROOM</p> <p>Open and affordable resources are accessible for students (e.g., can be easily read by a screen reader, etc.) and policies are in place to ensure resource accessibility.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Students are provided with options for how to engage with their course materials (e.g., online/LMS, printed copies, pdf downloads, available on various devices [phone, tablet, computer], etc.).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Free wifi access locations across the district are available and published on the college library website and/or intranet.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Students are provided with training and resources for how to access and engage in their open and/or affordable education resources, either in the classroom or through student support resources.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •

<p>Open pedagogy engages students and allows students to be part of the creation process (e.g., Open Pedagogy Notebook).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>4. MEASUREMENT & ALIGNMENT</p> <p>Open and affordable resources are aligned with the college’s strategic directions, mission, and goals/priorities.</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Open and affordable resource metrics are tracked (e.g., number of open/affordable courses, student savings, number of faculty who use OER/AER, fill and completion rates of course sections with OER/AER, etc.).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Needs assessments are conducted to determine which courses should be prioritized for adopting OER/AER (e.g., targeting high enrollment courses and/or courses with high enrollments of students who have an economic disadvantage).</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •
<p>Measurable goals are set for OER/AER adoption (e.g., OER adoption in all general education courses by 2022, adoption of AER in at least 10 courses in each career cluster by 2025, creating 5 Z-degrees by 2025, etc.)</p>	<input type="checkbox"/> Not occurring <input type="checkbox"/> Not systematic <input type="checkbox"/> Planning to scale <input type="checkbox"/> Scaling in progress <input type="checkbox"/> At scale	<p><i>Progress to date:</i></p> <ul style="list-style-type: none"> • 	<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • <p><i>Timeline for implementing next steps:</i></p> <ul style="list-style-type: none"> •