Memorandum of Agreement

This agreement pertains to the voluntary participation of Faculty members in the adoption of Open Educational Resources (OER). OER is defined as resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others and follow the 5Rs: the ability to Retain, Reuse, Revise, Remix, and Redistribute the content for educational purposes.

Prior to submitting this Memorandum of Agreement, please verify that you have completed the following steps:

- Obtained permission from your department chair to participate in the OER initiative
- Completed the 3-hour Introduction to OER Workshop either in-person or online
- Contacted your library liaison to meet briefly about your OER content
- Completed and submitted the Workshop Completion & Intentions Form (distributed at the workshop or obtained from the OER Initiative organization on Blackboard)

If the faculty member successfully converts his/her course to OER, Hudson Valley Community College will provide the following compensation:

Compensation: By signing and accepting, I am agreeing that a majority (at least 51%) of materials for the course mentioned in this agreement will be OER, and will remain such for two years. In addition, I understand that my course will be flagged in BANNER as using OER. I understand that proposed course materials listed below must be verified as adhering to the SUNY OER definition. The college will provide a $400 stipend for this completed work.

________________________________________________________   __________________
Faculty Member Signature   Date

Proposals will be accepted on a rolling basis so long as funding is available. Stipend distribution will be made on several dates throughout the year.

Instructor:______________________________   Department:______________________________

Course Name:______________________________   Course Number:______________________________

First semester to be offered (CIRCLE ONE): FALL 2019 | INTERSESSION 2019 | SPRING 2020 | SUMMER 2020 | FALL 2020 |

Current Textbook Used: ________________________________

Proposed OER Course Material Used: ________________________________

Proposed course materials must be verified to meet SUNY OER definitions:

Successful reviews will be forwarded by the OER Review Committee to Department Chair for final review and approval.

________________________________________________________   __________________
Signature of Department Chair or Dean   Date

Last updated 8/7/19

Department Chairs: Please return completed applications to Sarah Romeo, Online Media Specialist, at MRV 130.

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