UNESCO-UNITWIN OCW/OER INITIATIVE

Sponsored by the Korean Ministry of Education, Science, and Technology and UNESCO-UNITWIN

GENERAL INFORMATION

www.uuooi.org

2012 - 2nd Term

GENERAL INFORMATION

I.   PURPOSE

The Korean UNESCO-UNITWIN host, Handong Global University, plans to harness the internet to make courseware open to the public in order to increase access to quality educational material for everyone including those who do not enjoy the privilege of formal education. This initiative is sponsored by the Korean Ministry of Education and seeks qualified scholars at universities to contribute to a growing pool of open lectures throughout the world. The initiative will provide a platform for instructors to upload their materials, allocate monetary funds for instructors willing to participate, and offer training on teaching with digital media and intellectual property.

Expected Outcome

  - Capacity building: Participating faculty will have a better understanding of digital media and teaching, leading to enhancement in teaching.

  - Global benefits: Open contents created through the initiative will benefit not only the students at participating institutions but also other teachers, students and self-learners from all over the world.

  - Networking and collaboration: Participating faculty's involvement with the OER (Online Educational Resources) community will enable them to access and exchange ideas with colleagues from universities around the world.

II.   BACKGROUND

Since its founding in 1995, Handong Global University has been actively involved in various international initiatives and foreign exchange student programs in order to create a more global educational environment. In addition, Handong Global University has demonstrated a sincere effort at international development in several developing countries through various volunteer service projects. The Korean Ministry of Education acknowledged the efforts of Handong Global University, and in 2007, Handong Global University was chosen to be the Korean host of UNESCO-UNITWIN. Since then, 20 universities worldwide have partnered with Handong.

In brief, the UNESCO-UNITWIN network's principal objective is the promotion of an integrated system of research, training, information and documentation activities in the field of sustainable development, in particular, training in global leadership. Since

1997, four UNESCO chairs have been established in the Republic of Korea, one in Mongolia, and ten in Uzbekistan. Kandahar University is the first Afghan university joining the program. The UNITWIN network provides the opportunity to increase cooperation among developing countries in Asia. In addition, the network promotes "international cooperation in higher education through inter-university cooperation," which "constitutes a major driving force for educational development networking, facilitates the transfer of knowledge, and reduces educational gaps between developed countries and developing countries." The Director-General of UNESCO highlighted the importance of this network agreement "as it reinforces the South-South cooperation through training in global leadership in the Asian region in business, information technologies and law, through exchanges in MBA programmes." The impact of this network will be "considerable" as it enables more cooperation among existing UNESCO chairs in Asia.

Handong Global University conducts its own involvement in this initiative and has established an administrative apparatus for this purpose. Accordingly, HGU shall refer internally to this initiative, and its administration, as the UNESCO-UNITWIN OCW/OER INITIATIVE ("UUOOI," for short), and shall also use this terminology in its communications with all involved.

III.   SCOPE OF THE INITIATIVE

Initiative Overview

OpenCourseWare ("OCW") is a worldwide movement that started at MIT in 2001 when the university began opening course materials online free of charge. In 2010, the OpenCourseWare Consortium reported that its members made over 14,000 courses available free of charge. However, courses produced are largely from developed countries, and there are challenges to overcome for institutions from developing countries to use them. Educational materials should no longer be one-way, that is the 'West' or 'North' providing the materials to the 'East' or 'South.' It should be multi-directional where everyone borrows freely from one another to learn and improve. Therefore, the Korean Ministry of Education has sponsored this initiative, which hopes to make available content from developing countries, as well as generating capacity building and greater collaboration among institutions. The initiative will run for 4 years, during which time lecturers will upload courses on either the initiative's online repository, "Connexions," or a mutually agreed upon online repository. The content in the initiative's online repository may continue and remain accessible for an additional period of time, after the initiative is completed in order to facilitate the use of its contents. The duration of any future access shall be determined by UUOOI in collaboration with the content provider (participating faculty member), according to the requirements of the program. Meanwhile, contents that are uploaded on the more widely-used Connexions and most other mutually agreed upon online repositories will last much longer.

Regardless of where the contents are uploaded, the contents must clearly indicate and include the following statement:

> "This open lecture is brought to you by UNESCO-UNITWIN's OCW/OER Initiative conducted by Handong Global University in South Korea."

Capacity Building for Faculty Members

One of the most important factors of this initiative is capacity building. Capacity building starts with training the participating faculty members. The use of digital and online contents is relatively low in developing countries. Handong Global University will provide workshops and consultations for the faculty involved. Workshops will be in the following areas:

- Utilizing technology in classrooms
- Creating digital educational material
- Utilizing existing open educational resources in classrooms
- Respecting copyright laws and using open licenses
- Enhancing teaching skills

Moreover, faculty members who participate in the workshop hosted by Handong Global University will be eligible for a small stipend if they host a similar workshop introducing the materials presented by Handong. Therefore, participating faculty should treat the workshops by Handong as an opportunity for a train-the-trainer program.

Aside from the workshops, Handong Global University plans to produce manuals as the initiative progresses. The manuals will concern topics such as:

- Using an open license (Creative Commons) for educational materials
- Producing OpenCourseWare (OCW) contents

The training manuals will be localized and translated for each country with participating institutions. Handong Global University will distribute the manuals both online and offline.

Content Production

The desired contents are course materials that reflect the teachings of a university-level course. It should include a course syllabus and lectures either in the form of text, audio, or video. In keeping with the spirit of the OER initiative, participants are encouraged to conduct a thorough search on the Internet of OER content related to their subject matter, with the goal of assembling the course material from useful materials that are available and accessible. Adapting existing OER under the CC license is encouraged instead of the creation of new content if necessary. Only when appropriate materials are not available or cannot be modified to meet specific conditions should materials be created from scratch.

Each faculty is responsible for assembling or creating his or her course material. Handong Global University or an advisory committee of the initiative will attempt to make recommendations and offer advice to the participating faculty. However, participants should seek assistance of teaching resource centers in their own institution for technical support. Submitted educational resources must be from a course that is taught within the university by faculty members affiliated with the university. The faculty must be able to provide a Certificate[A-4] from the university confirming the history of the course being taught at the university, including the proper authorization for the content providers to participate in this initiative, and number of enrolled students each term the course was taught, and showing proper authorization to offer the course in this initiative.

Once the courseware is collected, all materials will be uploaded onto 1 of several possible online repositories: the initiative's website at http://www.uuooi.org, Connexions at www.cnx.org, or a mutually agreed upon online repository.

Timeline
Dates are subject to change.

Contents		Required Document Submission [1]	*Dates
2012 UUOOI Kick-off			**8. 15**
*Application Deadline (All applicants must sign up first at UUOOI website in order to begin the application process, and all documents must be submitted at www.uuooi.org)		- Completed Application Paper[A-1] - Proposed Contract[A-2] - The Course Syllabus[A-3] - Course Certificate[A-4] - Proof of Employment (POE) - Curriculum Vitae or Resume (CV)	**9. 14**
*Submission of Sample Lecture		- 1st Lecture Material of the submitting course by applicants	**10. 1**
Announcement of Selectees - Signing and distribution of completed contracts			**10. 3**
*1st Submission of Lecture Materials	2nd - 6th Lecture	- Submit 40% of Lecture Materials of the Course (video, audio, or text)	10. 26
Review and Evaluation			10. 26~10.30
1st Grant of Support Fund (40%)			10. 30
Intermission Period			10.30~11.16

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[1] Refer to page 12 'Application Submission Requirements'

*2nd Submission of Lecture Materials	7th - 10th Lecture	- Submit 60% of Lecture Materials of the Course (video, audio, or text)	11. 16
	11th - 14th Lecture		**11. 28**
Final Evaluation			11. 28~30
2nd Grant of Support Fund (60%) & Special Award			11. 30

* If an applicant fails to meet the deadlines above or drops out in the midst of the process, UUOOI will neither be returning submitted materials by the applicant nor granting support fund for previous received materials.

IV. SELECTION CRITERIA

Content providers and affiliated universities willing to take part in Handong Global University's UNESCO-UNITWIN OCW/OER by uploading course materials and lectures must meet the following selection criteria:

1. For first year applicants, it is <u>strongly recommended</u> that the content provider's affiliated university is a UNESCO-UNITWIN member by the completion of the course. Please note that the affiliated university does not necessarily need to be a member at the time of submitting the application. For second year applicants, however, <u>it is required that the content provider's affiliated university signs a MOU with Handong Global University to be a UNESCO-UNITWIN member</u>. If a second year applicant has a legitimate reason for not being able to fulfill this requirement, <u>the requirement may be waived under some conditions</u>. Becoming a member of UNITWIN is a relatively simple process that may be completed within a few months if not weeks. Please contact <u>unitwin.efaaa@gmail.com</u> for more information on how to become a UNESCO-UNITWIN member.

2. An applying content provider must submit the entirety of his or her lectures throughout the entirety of the academic term. Commencement of partial lectures will be stalled or subject to partial payments.

3. Lectures must be taught within the university, and content providers must be able to provide a Certificate[A-4] signed by both themselves and a supervisor of institution describing the history of the course including previous enrollment numbers, and showing authorization for the content provider to participate in this initiative.

4. The lectures must take place in the academic calendar of 2012. Summer semesters, tri-semesters, and quarter-semesters, as well as various other academic semesters will also be considered valid as long as the lectures take place in the year of 2012 and meet the appropriate deadlines.

5. Courses should be 1, 2, or 3 credit hours. Adequate lecture time per credit hour is shown in the following table. The course should span for about 12 ~ 14 weeks (excluding two weeks for exams), and each lecture material should be submitted separately each week. The applying content provider should observe the deadlines for each lecture.

Course Credit	Lecture time per week (Hours)	Total Weeks
3	2hours and 30minutes	12 ~ 14
2	1hour and 40minutes	12 ~ 14
1	50minutes	12 ~ 14

6. The instructor must submit the lectures in text (full script) or video format or a combination of the three. The text should encompass the entirety of each lecture such that the reader is able to understand the course material without difficulty. Please note that as a standard for comparison, the text for each 75 minute lecture is expected to be roughly 3,000 words. We will accept well-organized lecture notes if a full script is unavailable.

7. The course syllabus must be uploaded along with the recorded lectures regardless of whether it is text or video.

8. The applying instructor does not need to hold a doctoral degree, but instructors with doctoral degrees are preferred.

9. An instructor may apply for more than one of his or her courses in the 2012 calendar year as long as each submitted course covers different subject material.

V.   ADDITIONAL SELECTION CRITERIA

Proposals that meet all of the selection criteria and the technical requirements above will then be selected based on the following additional selection criteria. Instructors and affiliated universities willing to take part in Handong Global University's UNESCO-UNITWIN OCW/OER by uploading course materials and lectures should pay close attention to the preferences to increase the likelihood of being selected for funding.

1. Courses that are in English are preferred, but native languages are also permitted.

2. The curriculum topics that will be considered are very broad. Courses that discuss the following fields of study are preferred.

- Business Management

- Information Technology

- Development (specifically, courses that offer insight on how to further the development efforts in the lecturer's country)

- History, Culture, and Language of the lecturer's country

- Area Studies of the lecturer's country

- Law, Humanities, and Arts

- Science and Mathematics

- Politics, Economics, and Ethics

Greater interest from any single university will increase the likelihood of other lectures from the particular institution from being selected.

VI. TECHNICAL REQUIREMENTS

Instructors and affiliated universities willing to take part in Handong Global University's UNESCO-UNITWIN OCW/OER by uploading course materials and lectures must meet the following technical requirements:

1. Ability to upload through the World Wide Web a course syllabus in PDF, DOC, and/or PPT format.

2. Ability to upload through the World Wide Web course lectures in AVI. and/or MP3. format.

3. If lectures are submitted in video format, they should be MP4 (H.264/HE-AAC audio) at about 1.5 MBPS. They should be 25 frames per second - original resolution (e.g. 720x576 for PAL, 640x480 for NTSC) and have a 4:3 frame (wide-screen videos may be cropped or scaled) - de-interlace.

4. If the lectures are submitted as texts, the full script of each lecture must be uploaded as one file. If the lectures are submitted in video, each lecture should be split into several 10 to 30 minute segments called "modules." It is imperative that each video lecture is divided into easily accessible modules for others to access. Note that dividing lectures into 10 to 30 minute segments is a crucially important aspect of this initiative.

VII. Copyright Information

Instructors and affiliated universities willing to take part in Handong Global University's UNESCO-UNITWIN OCW/OER Initiative by uploading course materials and lectures should note the copyright and usage guidelines as outlined by Creative Commons. Please carefully choose the level of use by others you wish to maintain by selecting this in the Application after examining the Creative Commons guidelines.

VIII. Other Information

Handong Global University reserves the right to reject or request another recording of the recorded lecture if the file does not meet the expected quality.

Handong Global University reserves the right to terminate the contract if the content provider does not meet the necessary requirements by the set deadlines.

Handong Global University reserves the right to terminate the contract if the content provider's affiliated university does not become a member of UNESCO-UNITWIN by the set deadline.

Content providers are responsible for updating their contact information for ease of communication.

IX. Creative Commons Guidelines

OCW course content is made available to the public under a license that:
Grants users the right to use and distribute the materials either as-is, or in a modified form, and allows users to create derivative works. Specifically, the license allows users to:

- Edit
- Translate
- Reformat
- Add to, combine with, or incorporate information and content into other materials

The license obliges users to meet certain requirements as a condition of use:

- The use must be non-commercial (*optional*)
- Materials must be attributed to [*Your Institution*] and to the original author/contributor
- Publication or distribution of original or derivative materials must be offered freely to others under identical terms (―share alike‖) (*optional*).

All courseware produced in this initiative must use the Creative Commons license which is an open license that allows for the above terms of use. Creative Commons is the license recommended by the OpenCourseWare Consortium, and is approved by HGU and UUOOI in this initiative.

Using the Creative Commons license does not mean that the authors lose all their rights to the materials. Authors retain some rights, by agreement, as indicated below (more information can be found at www.creativecommons.org):

Attribution
by

You let others copy, distribute, display, and perform your copyrighted work — and derivative works based upon it — but only if they give credit the way you request.

Share Alike
sa

You allow others to distribute derivative works only under a license identical to the license that governs your work.

Non-Commercial
nc

You let others copy, distribute, display, and perform your work — and derivative works based upon it — but for non-commercial purposes only.

No Derivative Works
nd

You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.

CC-BY and CC-BY-NC-SA are recommended and by default CC-BY will be automatically applied.

X. FAQ'S

1. What is OpenCourseWare? Can I get credits by studying it?

OpenCourseWare is high quality educational material ("content") organized as courses. OCW is openly licensed for distribution, re-use and modification, available to all on the internet. However, it is not distance learning, nor does it provide credits.

2. What kind of material/content constitutes OpenCourseWare?

Any type of content that can be used in a "course" would be acceptable. Video and audio files, PowerPoint slide presentations, lecture notes, exam questions, class activities, syllabi and other materials that show teaching and learning activities throughout a course are all acceptable components of OpenCourseWare.

3. What kind of technical assistance is provided in this initiative?

Participants of the initiative work together virtually, and the initiative host does not provide on-site assistance. You may send in your questions, but for more immediate technical support on how to produce digital contents, we recommend that you seek help from the teaching resource center in your institution.

4. Is there any other assistance in the initiative?

There will be a workshop for all participating faculty members. You can choose to be present either online or offline. In the workshop, we will cover topics such as using digital materials in your classroom, understanding copyrights, and improved teaching practices.

5. Is it OK to use existing OCW content?

It is fine to use and edit existing content to create your own, as long as you are using the earlier content in accordance with the license terms for that content.

6. Is there a minimum amount of course material I should produce at the end of the term?

We expect to receive from you the syllabus, the course calendar, and all materials to reflect your teachings from each week. There is no set length for the course materials; however, the course content submitted must consist of what is normally expected for the number of credits (1, 2, or 3) given.

7. If I give my material away openly, what happens if someone takes it and claims it as his/her own?

You are not putting your material in the public domain. What you are doing is applying an open license that reserves some rights for you. Users cannot take your material and claim it as his/her own because the license mandates that the user properly attributes the original author.

8. Does the courseware have to be in English?

The courseware should preferably be in English. It may, however, be in the language of instruction. If you would like to have a wider use of the content, please create the content and information in English. It is up to the participating faculty member, as the content provider, to decide.

XI.   OCW Initiative and Useful Websites:

OpenCourseWare Consortium

www.ocwconsortium.org

MIT OCW

www.ocw.mit.edu

University of California, Berkeley

http://webcast.berkeley.edu

University of California, Irvine

http://ocw.uci.edu

Videolectures.net

www.videolectures.net

Connexions

www.cnx.org

XII. APPLICATION SUBMISSION REQUIREMENTS

Please be sure to submit the following:

I. **ALL DOCUMENTS MUST BE SUBMITTED ONLINE at [http://www.uuooi.org]**
II. **ALL APPLICANTS MUST SIGN UP FIRST TO BEGIN THE APPLICATION PROCESS [SIGN UP NOW]**

1. The attached **Application[A-1]** in its entirety with up-to-date contact information

2. The attached **Contract[A-2]** signed by the applicant. All empty blanks requiring applicants' information must be filled out and submitted.

3. The attached **Course Syllabus[A-3]** describing the outline of the course and showing tentative course schedule

4. The attached **Course Certificate[A-4]** signed by both applicant and its supervisor explaining the history of the course as well as the student enrollment during last two years the course was offered. This certificate must also show proper authorization for the content provider to participate in the initiative.

5. A copy of applicant's **Proof of Employment** from the affiliated university for the upcoming academic term. There is no specific form given, but it must be of an applicant's own and include up to date information. It must be scanned as an image file to be submitted.

6. A copy of applicant's **Curriculum Vitae (CV)** or **resume** There is no specific form given, but it must be of an applicant's own and include up to date information. It must be scanned as an image file to be submitted.

All documents above must be submitted online to 'Submit Documents' section below 'Community' tab at http://www.uuooi.org by **September 14, 2012.**

All submitted documents including personal information will remain confidential for privacy reasons, and once all forms are submitted, applicants will not be able to have access to them. Applicants shall be able to view the list of submitted documents and author names, but not the documents themselves. Therefore, all submissions are final.

Selected applicants will be notified through email or phone by **October 3, 2012**, upon which detailed information about uploading course material and the distribution of funds will also be provided.

A **Contract[A-2]** must be signed by both parties, the lecturer and the chairperson of UUOOI, before any distribution of the supporting funds is released. The contract submitted during the application process will come into effect on the date of the announcement of selected proposals, **October 3, 2012.** On this date, the chairperson of UUOOI will sign and complete the contract of the selectees and a copy will be sent out to those parties. The contracts of those that have not been selected will not be signed by the chairperson and will not be considered in effect.

XIII. Contact Information

Please feel free to send any questions, concerns, or comments to UUOOI at unitwin.efaaa@gmail.com with your name, email address, telephone number, and affiliated university.