

## MEMORANDUM

West Virginia  
Higher Education  
Policy Commission

Andrew A. "Drew" Payne III  
*Chair*

Sarah Armstrong Tucker, Ph.D.  
*Chancellor*

[www.wvhepc.edu](http://www.wvhepc.edu)

West Virginia  
Council for Community  
and Technical  
College Education

Christina Cameron  
*Chair*

Sarah Armstrong Tucker, Ph.D.  
*Chancellor*

[www.wvctcs.edu](http://www.wvctcs.edu)

1018 Kanawha Blvd., East  
Suite 700  
Charleston, WV 25301  
304-558-2101 (phone)  
304-558-1011 (fax)

TO: Presidents, Provosts, Registrars, and Institutional  
Researchers  
West Virginia Public Institutions

FROM: Dr. Randall Brumfield, Vice Chancellor for Academic Affairs  
Dr. Corley Dennison, Vice Chancellor Emeritus  
Dr. Zornista Georgieva, Senior Director of Research

DATE: September 26, 2022

RE: **Update on Matters Related to Open Educational  
Resources**

In the past three years, the West Virginia Legislature has passed, and the Governor has signed two bills, HB2853 (2019) and HB4355 (2022), regarding the expansion of the use of open educational resources (OER) at West Virginia institutions of higher learning. West Virginia Higher Education Policy Commission (HEPC) and Community and Technical College System (CTCS) staff members met with provosts and registrars in November of 2021 to begin implementation of the expansion of OER as specified in HB2853. It was agreed each campus would implement a system to identify OER or no cost/low-cost courses in the semester course schedules. Specifically:

- Spring 2023 course schedules, each campus will ID individual OER/no cost/low-cost course offerings in the semester course schedule and initiate efforts to make students aware of the OER/no cost/low-cost course designations. Institutions retain flexibility to designate courses in the course schedule in a combined no-cost/low-cost category or may designate separately.
- The current definition of a low-cost course is \$75.00 (dollars) or less for required instructional materials.

Commission/Council staff members met with campus institutional research staff members in June of 2022 to further refine the reporting course categories. Campuses will report courses to HEPC/CTCS in the following categories:

- 0 – The course requires course textbooks, materials, or services with total course materials cost of \$75.01 or more.

- 1 – The course uses OER or non-OER course textbooks, materials, or services with total course materials cost of \$0 (no cost).
- 2 – The course uses course textbooks, materials, or services with total course materials cost between \$0.01 to \$75.00.
- 3 – The course does not require course textbooks, materials, or services

Total course material cost is determined by the combined cost of instructional materials **required** by the instructor for the student to complete the course. Such materials could include textbooks, open-source materials, printing costs, data base access etc. Printing costs would only be included if the professor requires the student to print papers or documents for use in the course. Ancillary costs such as lab maintenance fees or proctors would not be included in the cost calculation.

OER is a broad general term referring to little or no cost for the student using open-sourced, open-copyrighted materials. Campuses, however, will report courses to the HEPC/CTCS based on cost to the student using the categories above regardless of open-licensing status. HEPC/CTCS will determine estimated cost savings using an average cost of textbooks in broad disciplinary categories.

The Higher Education Policy Commission and the Council for Community and Technical College Education seek to pursue two longer term goals:

- For two-year institutions – Create full OER/no cost/low-cost degree programs. Referred to as “Z” degrees, the program utilizes OER/no cost/low-cost resources for every class in the curriculum
- For four-year institutions – Create a pathway where students could take all general education courses as OER/no cost/low-cost offerings.

We very much appreciate all of your efforts in moving this initiative forward. With the data you report in spring of 2023, we hope to examine such factors as retention and completion rates for OER/no cost/low-cost courses compared to traditional textbook courses. Thank you again for all of your work.