

UNESCO-UNITWIN OCW/OER INITIATIVE

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

www.uuooi.org

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The UNESCO-UNITWIN OCW/OER Initiative (UUOOI) has been specially extended for Black Sea Universities Network (BSUN) since the memorandum of mutual understanding for collaboration between Handong Global University (HGU) and BSUN.



UNESCO-UNITWIN OCW/OER INITIATIVE

Request for Proposal

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 UNESCO-UNITWIN OCW/OER Initiative (or UUOOI) 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.
- Networking and collaboration: Participating faculty's involvement with the OER community will enable them to access and exchange 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 various 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 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 with networking facilitates the transfer of knowledge and reduces gaps.” 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.

III.Scope of the Initiative

Initiative Overview

Open CourseWare is a worldwide movement that started at MIT in 2001 when the university began opening course materials online free of charge. In 2010, the Open CourseWare Consortium (OCWC) reported that its members made over 14,000 courses available free of charge. However, produced courses 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 a multi-directional where everyone takes from one another to learn and improve. Therefore, the Korean Ministry of Education has sponsored this initiative, which hopes to make available contents from developing countries, as well as generating capacity building and greater collaboration among institutions. The initiative will run for 4 years, during which lecturers will upload courses on either the initiative’s online repository, OCWC, www.videolectures.net, Connexions, or a mutually agreed upon online repository. The initiative’s online repository will continue for a few more years after the initiative is completed in order to facilitate the use of its contents. Meanwhile, contents that are uploaded on the more widely-used Connexions and most other mutually agreed upon online repository will last much longer. Regardless of where the contents are uploaded, the contents must clearly indicate/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

The most important factor 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 the topics of:

- Using an open license (Creative Commons) for educational materials
- Producing 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 in the form of text, multimedia, 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 materials is to be preferred over the creation of new content. 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 his or her 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 from the university



confirming the history of the course being taught at the university and number of enrolled students each term the course was taught. During the initiative's first year, 2011, note that course management and IT assistance will be limited to some extent.

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.

Special aid for hiring assistant to make open educational resource is given to participate. This aid is available for the first year only. The detail of the aid are following.

- Term of validity: First year of UUOOI (Fall semester of 2011)
- Number of assistants: 1 or 2
- Total Financial Support Provided: 200 (USD)
- Assistant Role: The assistant can help you to make materials, conduct research or provide any other support you may need. We expect the assistant will increase the efficiency of your work.
- Required document: If hiring an assistant, you will need to submit a certificate to prove employment as well as other possible documents we may require. (Certificate: Resume or Proof of employment)

Timeline

About 20 courses will be selected for the fall semester. (Dates are subject to change.)

Contents	Fall Course (August ~ December, 2011)
	Month.Day
Proposal deadline & Announcement of selected proposals	10.9, sooner better for BSUN
Course Registration on UNESCO-UNITWIN OCW/OER Main Homepage	10.17
Contract	10.24
1 st Support fund (30% of support fund)	10.31
Produce and upload educational materials	~ 12.31
Review and Updating Educational materials	~ 12.31
2 nd Support fund (20% of support fund)	11.30
Evaluation	11.5~12.15
3 rd support fund (50% of support fund – Subject to completeness and quality of the course)	12.15

IV. Selection Criteria

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

1. It is recommended that the instructor'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 proposal application. Becoming a member of UNITWIN is a relatively simple process that may be completed within a few months if not weeks. Please contact unitwin.efaaa@gmail.com for more information on how to become a UNESCO-UNITWIN member.
2. The instructor must submit the entirety of his or her lectures throughout the entirety of the academic term. Partial lectures will be subject to be stalled or partial payments.
3. Lectures must be taught within the university, and the faculty must be able to provide proof of enrollment and a separate certificate from the university describing the history of the course including previous enrollment numbers.
4. The lectures must take place in the fall term of the academic calendar, roughly stretching from August to December of 2011. Summer semesters, tri-semester, and quarter-semester, as well as various other academic semesters will also be considered as long as the lectures take place in 2011 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).

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 note if full script are 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 to more than one of his or her courses in the 2011 calendar year as long as each submitted course covers different subject material.

V. Reviewing Criteria

Proposals that meet all of the selection criteria and the technical requirements will then be selected based on the following reviewing criteria. 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 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. **On request, however, other subjects may be accepted if legitimate reasons are given in the application form.**
 - 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
3. 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 Initiative 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 20 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 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 guidelines as outlined by Creative Commons. Please carefully choose the level of copyright wished to retain in the proposal form after reading over 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 instructor does not meet the necessary requirements by the set deadlines.

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

Instructors are responsible for updating their contact information for ease of communication.



IX. Proposal Submission Process

Please be sure to submit the following:

1. The attached proposal form in its entirety with up-to-date contact information
2. A curriculum vitae or resume
3. Proof of employment from the affiliated university for the upcoming academic term
4. A certificate issued by the university explaining the history of the course as well as the student enrollment during last two years the course was offered

All forms must be submitted as attachments in a single email message to unitwin.efaaa@gmail.com by **October 9, 2011**, but as soon as possible for a favorable process. At the same time, Selected proposals will be notified through email or phone as soon as possible, upon which detailed information about uploading course material and the distribution of funds will also be provided. At most twenty courses to be selected for the summer and another twenty courses for the fall.

A contract must be signed before any distribution of the support fund between lecturers, his/her employer, and the chairperson of UNESCO-UNITWIN OCW/OER INITIATIVE. From the selected few, further information will be given through email by **October 24, 2011**.

X. Contact Information

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



Proposal Form for Fall Submission

Please fill out the entirety of the form in English and submit online to unitwin.efaaa@gmail.com. Please attach a current CV or resume. Please also attach proof of employment for the upcoming academic term from the university and a certificate outlining the history of the course and the number of students enrolled each term that it was offered during last two years.

1. General Information

Full Name: _____

Affiliated University: _____

Job Title: _____

Email Address: _____

Work Address: _____

Work Phone Number (include country code): _____

Course Title and Course number: _____

Course Start and End Date: _____

Language of Instruction: _____

Total Number of Lectures for the Course: _____

Length of Each Lecture (in minutes): _____

2. Course Description: (approximately 200 words)

3. [Option] Brief Essay on “Why this course should be supported by UNESCO-UNITWIN OCW/OER Initiative”

4. Format of Lecture Recording (check one):

(Please note that even video uploads must submit a course syllabus. Each uploaded video lecture should be split into 10 to 30 minute modular segments for ease of access.) On request, additional \$200 may be added for teaching assistant(s).

Course Credit Format of Lecture	3 Credit/Course	2 Credit/Course	1 Credit/Course
Text (full script) Only	() \$ 400	() \$ 300	() \$ 200
Audio +Text(full script)	() \$ 500	() \$ 400	() \$ 300
Video Only	() \$ 400	() \$ 300	() \$ 200
Text(full script) + Video	() \$ 1000	() \$ 800	() \$ 600

***We will accept well-organized lecture notes if full scripts are unavailable.**

5. Do you need a grant for hiring assistant to make educational resources?

On request, additional \$200 may be added for teaching assistant(s).

() Yes

() No



6. Online Repository for Uploading Lectures (check one)

- UUOOI's Website Connexions
 OCW Consortium VideoLectures.com

Mutually Agreed Online Repository: _____

7. Supplemental Course Materials (check one or more):

- Syllabus(required)*
 PowerPoint presentations Homework assignments
 Exams Answer key to exams

8. Are you submitting more than one course for consideration?

- Yes No

If yes, please submit in a separate email a separate proposal form for each course with an additional CV, proof of employment, and certificate of course history for each proposal form.

9. Is your affiliated university a member of UNESCO-UNITWIN?

- Yes No

10. Is your university a member of UNAI?

- Yes No

11. Type of Creative Commons license (check one):

- CC-BY  CC-BY-NC-SA  Other: _____

12. Do you have technical resources for recording and uploading lectures?

- Yes No

13. Do you have past experience uploading course material on an online repository?

- Yes
If yes, which online repository? _____

- No
If no, will you be requiring technical assistance? Yes No

14. Other Comments:



15. I understand that it is illegal to upload copyrighted material to OCW. By checking the box below, I will take full responsibility for any material that I upload.

I agree

16. By checking the following parenthesis, I certify the above information is true and complete to the best of my knowledge.

Date: _____

Signature _____ if submitted by off-line.

Creative Commons Guidelines

OCW course materials are 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:

Allows users to create derivative works:

- o Edit
- o Translate
- o Reformat
- o Add to, combine with, or incorporate into other materials

Obliges users to meet certain requirements as a condition of use:

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

All courseware produced in the UNITWIN initiative must use Creative Commons license which is an open license that allows for the above terms of use. More information can be found at www.creativecommons.org. Creative Commons is the license recommended by the OpenCourseWare Consortium, and the terms are displayed as below.

Using the Creative Commons license does mean that the authors forfeit the rights to the materials. Authors retain the copyrights; authors reserve “some” rights to be more accurate, and the terms for “some” rights are as follows:



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.



FAQs

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

OpenCourseWare is high quality educational materials organized as courses. They are 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 kinds of materials are constituted as OpenCourseWare?

Any type of material that can be used in a “course” would be acceptable. Video and audio files, powerpoint slide presentations, lecture notes, exam questions, class activities, syllabus and other materials that show teaching and learning activities throughout a course are all 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. Are 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 material?

As long as you are using the material in accordance with the license terms, it is fine to use and edit existing material to create your own.

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



We expect to receive from you the syllabus, the course calendar, and materials to reflect your teachings from each week. There are no requirements in the length of the material.

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 be in the language of instruction. If you would like to have a wider use of the material, please create the material in English. It is up to the participating faculty to decide.

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>

Videlectures.net

www.videlectures.net

Connexions

www.cnx.org

