SHARED RIGHTS THREE YEAR: PROCESS

* Courses and developers identified during course demands
* Form submitted **PRIOR** to the development of the course
* Compensation processed once the course passes the review process.

SHARED RIGHTS THREE YEAR: FORM

The Provost and Vice President for Academic Affairs, Deans, and Dept. Chairs can identify and request that certain online courses be purchased for shared rights. When requesting shared rights, SUNY Canton faculty will be given first rights of refusal.

Person Requesting Shared Rights:

Role of Person Requesting Shared Rights:

[ ]  Provost

[ ]  Dean

[ ]  Department Chair

Name of course:

Name of course developer:

Date of Request:     **,** 20

OLRC Review Cycle

[ ]  November

[ ]  April

Criteria

Please check all the reasons that the College should purchase the shared rights to this course:

[ ]  Teaching flexibility (the ability for other instructors to teach the course)

[ ]  Revenue-generating (high enrolled)

[ ]  Business and instructional continuity (reduces risk to students, part of fully online degree)

[ ]  Gateway course

[ ]  GER course

[ ]  Required in the major

[ ]  Other reasons; please describe:

Will this course be taught during:

[ ]  Winter session

[ ]  Summer session

[ ]  Not intended to be offered during off term

Chair Submits Form To Dean

Dean Reviews

[ ]  Yes

[ ]  No

Brief Comments:

Dean Sends Form To provostoffice@canton.edu

Provost Reviews

[ ]  Yes

[ ]  No

Brief Comments:

Provost Office Sends Form to Course Developer

**What Shared Rights Means:** For those online courses that have been requested by the College, the College will provide compensation of $1,000.The compensation provides the College with the rights, but not with the exclusive rights, to the intellectual property of the course for a maximum of three years.

Under shared rights contracts, the parties decide who the owner of the copyright is. For example, a contract could say: This course is sold for 3 yrs. to SUNY Canton and for SUNY Canton purposes only. Other institutions interested in using the course, would need to negotiate the rights with the developer in question or the ownership of this course may not be transferred beyond the developer and SUNY Canton.

**Requirements: Each Course Developer must:**

* Initially meet with the Instructional Designer
* **Use their own materials or materials in the** [**Public Domain**](https://www.copyrightlaws.com/what-is-the-public-domain/) **or under the guidelines of** [**Fair Use.**](https://copyright.columbia.edu/basics/fair-use.html) **Developers** **cannot use propriety content (e.g., publisher materials) without the written consent of the publisher, or third party rightsholder.**
* Use the College’s Best Practices Framework
* Consider the use of open source content
* Ensure all content is fully compliant with the principles of universal design and accessibility
* If developing a course for the first time, complete an orientation session on using Bb and a checklist of technical competencies

**Notes:**

* Internet resources fall under US Copyright Law. Pictures, videos, audio, and articles that are on the Internet ARE protected by copyright law even if their internet location does not include any copyright notice. Instructors cannot use the work of others unless they receive express permission from the creator or are otherwise compliant with copyright law, fair use. Please reach out to campus librarians for help with fair use rules and copyright questions.
* Open educational resources (OERs) are free resources and tools that educators can use to supplement or build a course. They are free for anyone to reuse, revise, remix and redistribute. Campus librarians are available to help faculty identify and evaluate OERs. SUNY Canton OERs: <http://researchguides.canton.edu/oer>

Course Developer Signs Form, acknowledging these requirements:

Date:      **,** 20

Course Developer Emails Form to ol@canton.edu