Contra Costa College
Reassigned Time or Other Academic Services (OAS) Job Description

Job Title: Open Educational Resources (OER) Coordinator

Term: AY 2019-2020
Reassignment – 168 OAS hours/semester or 30% load/semester
Possible 2nd year funding at 10% RT or 56 OAS hours -

Start Date: August 26, 2019
Interviews to be scheduled the week of 8/19/2019
Reporting Relationship: Dean of Institutional Effectiveness & Equity and Senior Dean of Instruction
Email your interest to Seretha Gallaread, sgallaread@contracosta.edu and Lynette Kral,
lkral@contracosta.edu

General Description of Job/Scope of Responsibility:

> This position will serve as the coordinator of OER and LibreText, and integrating OER into OEI initiatives. The coordinator will work closely with the open educational librarian and the Distance Ed coordinator, and build awareness and increase faculty usage of Zero Textbook Cost and OER programs. The OER initiative (OERI) is part of the CA CC equity efforts aimed at bring down the cost of education for our students. The State Academic Senate is a key driver of the OERI, more information can be found at
> https://asccc.org/directory/open-educational-resources-oer-task-force .

Duties and Responsibilities:

1. Develop a 3-year OER Implementation Plan

2. Help faculty identify content specific OER resources

3. Train faculty on use of OER libraries and tools

4. Help faculty with copyright compliance

5. Collaborate with DSPS regarding accessibility issues

6. Deploy Student OER Survey & disseminate outcomes

7. Support Associate Student Union and Academic Senate in creating OER/ZTC Resolutions and action plans.

8. Establish an OER committee and charge to advise on campus-wide OER initiative

9. Host monthly OER committee meetings and monitor OER Implementation Plan progress

10. Support Implementation of OER & ZTC initiative for First Year Experience

    (Math, English, and Counseling Courses)

11. Help connect OER, LibreText, and OEI efforts across the college

Open Educational Resources Coordinator

Deliverables:

1.

What: Attend OER Committee meetings to shape campus OER and OEI grant efforts
When: 1x per month

2.

What: Complete 3-year OER Implementation Plan
When: Dec 2019

3.

What: Monitor Implementation Plan Progress
When: Ongoing

4.

What: Achieve annual goals related to OER curation as articulated in the Implementation plan
When: Ongoing

6.

What: Provide Flex and other PD training
When: Fall Flex, Spring Flex, 1 OER Hackathon

7.

What: Work with library, DE Coordinator, and DSPS to assure copyright and accessibility compliance
When: Ongoing

8.

What: Actively participate DE committee monthly meetings
When: 1x per month

*Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at CCC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.