



Open Educational Resources (OER) & Zero Textbook Cost (ZTC) Committee

Meeting Minutes

Date: Oct. 5, 2021 (1st Tuesdays) **Time:** 2-4pm
Location: [Zoom](#) Meeting ID: 968 2509 5605 Passcode: OERZTC

Voting Members

Chairperson: Maritez Apigo
OER Librarian: Lori Brown
LA Division: Nooshi Borhan, Brandon Marshall - *Alternates:* Maricela Ramirez, Kathleen Donlan
NSAS Division: Terrill Mead, Bashir Shah - *Alternates:*
AACE Division: Jacki Lindblom, Mary Hernandez - *Alternates:*
SS Division: (vacant) - *Alternates:*

Non-Voting Members

Students: Lhakpa Lama, Madison Tan, Meaghan Yarnold
Classified: Shraddha Luitel, Luanna Waters
Manager: Jason Berner

Guests: Devon, Bruce

Time	Item	Action
2:00	Welcome and assign notetaker	n/a
2:02	Approval of agenda <ul style="list-style-type: none"> - Maritez started the meeting by welcoming all the attendees and introducing the agenda for the rest of the meeting. - Brandon motioned to approve the agenda; Kathleen seconded; all in favor, no objections/abstentions 	Vote
2:05	Approval of Sept. 7, 2021 meeting notes <ul style="list-style-type: none"> - All the attendees went over the meeting notes from Sept. 7. Maritez asked if there were any amendments to the minutes and there were none. Brandon motioned to approve the meeting minutes; Terrill seconded; all in favor, no objections/abstentions. 	Vote
2:10	Public comments - There were no comments made.	

2:20	<p>Committee Structure - on the CCC website with public agendas and minutes</p> <ul style="list-style-type: none"> - Maritez informed that the committee structure has been posted on the CCC’s website, which includes composition of the committee, members and a link to agendas and meetings, accessible to everyone. 	Informational
2:22	<p>Student Update - Lhakpa, Madison, and Meaghan How should we inform students about ZTC courses? EX: DeAnza College website</p> <ul style="list-style-type: none"> - Maritez opened the floor for the students to share their views on OER and ZTC. Madison spoke about informing the rest of the students about ZTC courses and that marketing is important which could be done by updating the CCC website, through ASU or other ways to get the word out; she mentioned that she is willing to speak to ASU regarding advertising and handing out flyers. Maricela suggested a QR code that leads to information on OER/ZTC would also be a good idea to reach out to students. - Maritez shared an example from DeAnza College where they provide information on Free or Low cost textbook courses and asked if something similar would be ideal for Contra Costa College as well. Meaghan suggested that CCC could try out something similar with few modifications as to numbering the order of textbook cost (free to low textbook), specifically at CCC instead of external options. - Nooshi asked if it was possible to have a list of ZTC courses with area requirements the course meets so students can see what are available courses within a specific area. Terrill agreed to Nooshi’s suggestion. - Lhakpa suggested that it would be easier for students to see whether the course is ZTC while they register for it and on the bookstore website. Brandon mentioned that there is a search tool for low-cost textbooks. - Terrill suggested that the schedule search website should be updated and that could be done by communicating with the department chair to see which current courses are ZTC. Maritez agreed that it should be consistently updated and she has been reminding the department chairs during the meeting. Jason suggested that the schedule draft could be sent out with ZTC/OER courses for department chairs to review and in case anything is missing, it could be updated. Maritez agreed with Jason. Maritez asked how the process could be changed and Jason said that he would follow up with Cifra on this. 	Informational
2:30	<p>OER and ZTC Grants for Faculty and Departments</p> <ol style="list-style-type: none"> 1. Approved funding application update <ul style="list-style-type: none"> o Nooshi Borhan - ESL 132 - ZTC Compiler o Guy Aengus - English 1C - OER Adapter o Michele Redlo & Jacki Lindblom - Nursing 212 - OER Adapter o Jacki Wright - Nursing 235 - OER Adopter 	<p>Informational</p> <p>Vote</p>

	<ul style="list-style-type: none"> - Maritez informed that Nooshi, Guy, Michele, Jacki Lindblom, and Jacki Wright have submitted their application for funding and it has been approved and she is communicating with more faculty, who are yet to submit the application. <p>2. Two more applications to review</p> <ul style="list-style-type: none"> o Michael Kilivris - Philosophy 101 and 120 - ZTC Compiler o Sonia Robles - Library Studies 110A - OER Adopter? <ul style="list-style-type: none"> - Maritez said that there is one more application (of Michael Kilivris) to be approved as of now. She shared the application and informed that the instructor’s course is already ZTC but he is interested in the ZTC Compiler project, to create tools for digital readers. She asked the committee members about handling applications from faculties who are already offering ZTC courses. Brandon said that anything that provides equitable resources for the students should be supported and updates to existing ZTC courses should be allowed. Terrill agreed with Brandon. Devon asked a similar question as to adapting new things into the existing ZTC course and how that would work. Nooshi mentioned that the department should have the option to modify and update, especially when there might be adjunct faculties teaching the ZTC course and would want to change or add certain contents. - Maritez said that since there is funding as of now, it would be right to support these applications; however, in future, if the funding is low, the committee could revisit these scenarios. She asked to vote on Michael Kilivris’ application. Brandon motioned to approve Michael’s application; Terrill seconded; all in favor, no objections/abstentions. <p>3. Math Department</p> <ul style="list-style-type: none"> - Terrill informed that the math department has organized a subcommittee for OER and ZTC and the goal is to convert 13 different classes in the department to low-textbook or zero textbook cost. Devon shared ideas about adapting free books and using free homework platforms (Open Math), which could replace paid ones. She mentioned that each class has different problems switching to ZTC but they are coming with solutions within the department. - Terrill had a question on whether funds can be used to pay for site license for StatCrunch, which is a graphing calculator and that way students would not have to pay for it. Maritez said once we find how long the license would last after paying for it, there could be a discussion on using funds to purchase site license for StatCrunch. - Terrill asked how long the funding would be available until. Maritez said that she would find out the answer to that and let everyone know. 	Discuss
3:00	<p>Class Sets of Print Books (lending Library) for ZTC sections</p> <ol style="list-style-type: none"> 1. Finalize and approve new Class Sets of Print Books grant application 2. Finalize application process, book purchasing process, and checkout process 	Discuss & Vote

	<ul style="list-style-type: none"> - Maritez shared the draft to ZTC class set of print books grant application and asked for the committee’s feedback on it; questions about number of book, projected cost, how long the books would be used were added to the application along with questions about exploring existing OER/ZTC applications through the OER Coordinator and Librarian. She asked if there were any changes that should be made to the application. Jason expressed concern about faculties using the print book for a shorter amount of time than their planned/given time on the application. - Brandon had questions regarding the time frame for which books would be used by faculty members (especially for science and math departments) and Terrill responded that he usually uses books for about 3-5 years or as long as the old editions are available. Lori agreed with Terrill and said that the science department uses books for about 3 -5 years. Bruce commented that for math, if they were to purchase a current edition of the class set, it could be used for the long term, making it a good investment. - Maritez then shared the draft on the procedure to apply for class set grants; interested faculty would fill out the interest form, grant application which would be reviewed by the committee for approval or modifications. Upon approval, faculty would collaborate with CCC library to make the purchase and later, speak to their students about the check out process. - Maritez asked the committee about how the grant application should be sent out to the faculties, through email or inform them about it once the faculty informs that the ZTC might not be an option for their course. Terrill said instead of announcing it widely, the deans could see if there are any faculties interested in purchasing class sets and could inform them about it. Nooshi suggested that adding a rubric for evaluation might be a good idea so the criteria are clear for faculties and Jason agreed to it. He also added that it would be a good idea for OER librarians to sign off on it; Maritez took Jason’s suggestion and added it to the application. - Nooshi also suggested that the department chair and faculty member should have communicated before requesting to purchase a specific textbook. Terrill added that there could be a collaborative approach on the application form so it shows that the department chair has reviewed it before the application is sent in. Maritez added the section to the application. There was also a statement added to showcase that the interested faculty member had spoken with librarian regarding the textbook options before submitting the application. 	
3:15	<p>OER and ZTC Resources - see DVC’s Canvas shell</p> <ul style="list-style-type: none"> - Maritez shared DVC’s canvas shell which is on cohort model with modules and what steps interested faculties are to follow before submitting an application. - The committee agreed that having a lengthier step and longer course modules could reduce the number of faculties switching to OER/ ZTC for their course so it is a good idea to continue the current process and encourage department collaboration as of now. 	Discuss
3:20	<p>OER and ZTC Swag update - “I saved students thousands of \$” and “ZTC Teacher”</p>	Informati

	<ul style="list-style-type: none"> - Maritez updated that Professor Romus Reece would be providing extra credit to his graphic design students extra credit opportunities to design t-shirt and coffee mugs. 	onal
3:25	<p>Defining what qualifies as “ZTC”</p> <ol style="list-style-type: none"> 1. See established CA state parameters: see Skyline’s website and LMC’s website. 2. Faculty-facing website presence - Examples: DeAnza College and Sac City College <ul style="list-style-type: none"> - Maritez mentioned that some faculties are not sure about what qualifies as ZTC so she shared state parameters around it and showed the Skyline’s website which states that assigned textbook in the section has to be optional, is identified as OER or it is free of cost and students are not required to purchase a physical copy. She went over other considerations that would make the course quality as ZTC. She added in regards to low textbook costs, the district would have to determine it together. - Maritez asked if it would be a good idea to add an informational section on OER/ZTC for faculties on the CCC website, like Skyline and few other community colleges. Nooshi suggested that we could start with an informational page for students about ZTC courses and how to find them. Madison said that ASU is willing to help out with advertising and printing and asked to send out a draft. - Maritez and Nooshi agreed to work on the student-facing page and have it ready by the next committee meeting. 	Discuss
3:50	<p>Compliance with SB 1359 to ensure course cost transparency for students</p> <ul style="list-style-type: none"> - Maritez stated that the Senate bill requires colleges to mark ZTC section in course schedule and ensure course cost transparency for students prior to registration. She suggested that the class schedule could link to a bookstore that shows the required book and cost, which would then meet the compliance for the senate bill. Jason added that the link could be put on the registration page as well. - Maritez showed an example of the Chabot College website where there is a bookstore link attached to the schedule, which includes required and recommended textbooks and their costs. - Lhakpa asked if there are any scholarships related to textbooks in the case that a course does not fall under OER or ZTC. Meaghan gave an example of EOPS funding which helps with the book cost but they do have few limitations. 	Informati onal
3:53	<p>Open Education Conference Oct 18 - 22, 2021 - Last call for any attendees</p> <ul style="list-style-type: none"> - Maritez informed the committee members that the OER conference is happening from OCT 18 - 22. and Brandon, Lori and Maritez will be attending. She said it has informational contents on OER/ZTC, anti racism and other topics that could be useful for faculties looking to learn more about ZTC. The registration fees are covered by the fund so she asked if there was anyone interested in attending. 	Informati onal
3:55	<p>Appreciations</p> <ul style="list-style-type: none"> - Maritez thanked everyone for attending the meeting. 	n/a

4:00	Adjourn - The meeting was adjourned at 4:00 PM.	n/a
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