



CONTRA COSTA COLLEGE

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

Committee

Meeting Minutes

Date: Nov. 2, 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

* = absent

Time	Item	Action
2:00	<p>Welcome and assign notetaker</p> <ul style="list-style-type: none"> - Maritez began the meeting by thanking everyone for attending the Committee Meeting. 	n/a
2:02	<p>Approval of agenda</p> <ul style="list-style-type: none"> - The agenda for the meeting was reviewed by the committee. Nooshi motioned to approve the agenda; Brandon seconded; all in favor, no objections/abstentions. 	Vote
2:05	<p>Approval of the Oct. 5, 2021 meeting minutes</p>	Vote

	<ul style="list-style-type: none"> - The Committee members went over the meeting minutes from the last month. Terrill thanked Shraddha for detailed notes. Terrill motioned to approve the meeting minutes; Brandon seconded; all in favor, no objections/abstentions. 	
2:10	<p>Public comments</p> <ul style="list-style-type: none"> - There were no comments made. 	n/a
2:22	<p>Student Update - Lhakpa, Madison, and Meaghan Committee gives feedback on the student-facing webpage draft</p> <ul style="list-style-type: none"> - Meaghan said that she liked the draft of the webpage that was presented during the ASU meeting. - Maritez introduced the webpage draft that was created with the help of Nooshi. The webpage began with a banner of CCC graduates, which was titled, "Zero Textbook Cost (ZTC) Classes". Furthermore, Maritez explained that the webpage included information on what ZTC is, information on finding ZTC courses at CCC's schedule finder, a list of ZTC courses that meet GE and IGETC areas, and the student testimonials. - Nooshi suggested that the testimonials could have an image of the students, if that is possible. Brandon asked if the list of courses would be updated by the Committee or whether someone else will be assigned to it. Jason answered that Liz might be able to provide the list of the classes and will follow up later on the question. Maritez added that there will be a link to a document on the website for the students. - Jason asked if there are classes that are badged as OER. Maritez agreed that it is a good idea for the future and mentioned that the district is working on low textbook cost and cut off amount is being discussed with the districtwide OER Council. Nooshi said that there should be a badge for low textbook cost or "LTC" rather than OER so it will be more clear for the students. - Maritez added low textbook cost as agenda item for next meeting so that the committee can vote on low textbook cost designation and cut off for it. - Maritez explained that other colleges have links included in their website that lead to college bookstore with the prices of the books for classes and that is something CCC could do in future so that students have prior information regarding the cost for textbooks. Meaghan said that there is an option to view books for courses through insite portal however, it is not updated and does not have details about the required books. Nooshi and Lhakpa agreed with Meaghan. 	Discuss
2:35	Tracking Student Savings Since Fall 2020 - Shraddha	Informational

- Shraddha shared that there are 13 applications so far and combined, we have saved \$75,534 for Fall 2021. The number is expected to increase as more applications come in. The applications are primarily from ECHD, English, ESL, Nursing, Math and Business classes.
- Maritez added that we are close to surpassing the amount allocated to pay faculties, which is \$120,000. The college is already having a return on their investment.

2:40 **Student Success and Retention Data (CCC Fall 2020)**

Metric	ZTC Courses	Non-ZTC Courses	<i>Difference</i>
Success	82%	70%	12%
Retention	95%	86%	9%

New data dashboard being built

- Maritez shared the information from the dashboard where the district is tracking success and retention rates on ZTC Courses. For Fall 2020, there was 12% difference in success rate and 9% difference in retention rate as seen in data above. Maritez also added that a new dashboard was being built to track more specific disaggregated data to see how it affects different racial groups, gender, age groups, etc. Terrill added that it is necessary for the data to be accurate in terms of courses that are ZTC vs non-ZTC so we can get better information. Jason said that if we could get a list of ZTC courses it could be sent out to departments to cross-check whether that is accurate. Terrill agreed with Jason and added that the department chair should be aware of it and he will be willing to check for the schedule for his department. Maritez said she will bring it up in the Council of Chairs meeting and asked Jason whether he could speak about this during the Deans meeting as well.

Informational

- 2:45 **OER & ZTC Grants for Faculty and Departments**
1. Approved funding applications update
 - Lucinda Ray - English 1A - OER & ZTC Blended (waiting on Peer Reviewers)
 - Sonia Robles - Library Studies 110A - OER Adapter
 - Ben Jahn - English 2B - OER Author
 - Gail Benson - ECHD 124 - OER Adapter
 - Michell Naidoo - ECHD 162 - OER Adapter
 - Michell Naidoo - ECHD 290 - OER Adapter
 - Denise Marshall-Thomas - ECHD 133 - OER Adapter
 - Sherry Sharufa - Math 171 - OER Adapter

Informational

	<p>2. Applications for the committee to review</p> <ul style="list-style-type: none"> ● Sue VanHattum - Math 200 - OER Author ● Devon O'Rourke - Math 120 - OER Author ● Application for Math 164 may be coming? <p>- The committee went over the approved applications and new ones to review. Maritez shared Sue VanHattum's application for Math 200, which would use free online homework tools and has a textbook of an older edition; the project has a peer-review built in. Next, the committee looked over Devon O'Rourke's application for Math 120.</p> <p>- Terrill mentioned that the math department has a workgroup that meets every Friday and there will be more applications coming in before the end of semester.</p> <p>- Maritez asked if anyone had questions or comments about the new applications. No comments were made. Jacki motioned to approve Devon's application; Brandon seconded; all in favor, no objections/abstentions.</p> <p>- Nooshi motioned to approve Sue's application; Jacki seconded; all in favor, no objections/abstentions.</p> <p>- Terrill asked if it was possible to get more than one grant for the same project as different instructors might want to use different versions of OER for the same class. Brandon agreed that it was a good idea since different instructors might have different take on teaching their course. Nooshi mentioned that it would be a great idea to continue funding towards the projects so that there is space for it to evolve and grow and eventually, instructors might have options to choose from multiple options/materials for the same course. After hearing the committee's ideas, Maritez said that it would be okay to submit multiple applications.</p>	Discuss & Vote
3:10	<p>OER and ZTC Resources - explore the adaption of materials from the "Open for Anti-Racism (OFAR)" course and the "Accessibility Basics" course</p> <p>- Maritez shared OER and ZTC resources for faculties to access as needed. One is for Open for Anti-Racism (OFAR) class which consists of information on racism, antiracist pedagogy, ways on becoming antiracist educator along with other links, articles and videos. The second one is for Accessibility Basics which is a self-paced course. Terrill added that these resources are great for faculties but we should ensure that it is being accessed. Maritez agreed with Terrill and mentioned that DVC is providing stipend to the faculties on going over these resources and completing their project, and it is something we could incorporate in future at our campus.</p>	Discuss

<p>3:20</p>	<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 provided brief information on what qualifies as ZTC as per CA state parameters, which was mentioned in the previous meeting as well. - Maritez shared three colleges’ faculty-facing websites as models to see whether CCC can adapt to a similar concept for our faculty with information on ZTC and OER. Brandon asked if there will be limitations to the layout with the website and Maritez said that Tim from marketing would be able to create a mini-website with 5-6 pages and we should be able to create similar websites as other colleges. - Maritez asked Jason if it was possible to change the current process from department chairs marking the course as ZTC to faculty self-reporting whether their course is ZTC or not. Jason said that is possible and would be accurate as well but the information would need to be gathered by the chairs. Maritez asked Jason if it was possible to run this idea by the Deans to have accurate ZTC data for students. - Maritez mentioned that there will be a sub-committee to work on a faculty-facing website and asked if anyone was interested; Brandon expressed his interest in being part of the sub-committee. 	<p>Discuss</p>
<p>3:50</p>	<p>OER and ZTC Swag update - Approve student t-shirt designs submitted thanks to Romus Reece</p> <ul style="list-style-type: none"> • Miguel Astorga (front and back) • Graymar Ampie (front and back) <ul style="list-style-type: none"> - Maritez shared the designs submitted by two of the art students with the committee. The committee appreciated the students' effort. Jason suggested that it would be better to have 3 “\$” signs. - Meaghan advised that the back of Miguel’s design would make a good design for a hoodie. Nooshi suggested that we could use both students’ designs as stickers or coffee mug imprints. - Nooshi recommended having students’ signatures or names so they can get the credit for their design. Meaghan added that there could be a watermark with the instagram handle of the students. Maritez thanked Nooshi and Meaghan for their suggestions. - Brandon motioned to approve Miguel’s front and back t-shirt design; Nooshi seconded; all in favor, no objections/abstentions. - Terrill motioned to approve Graymar’s design for sticker and mugs; Jacki seconded; all in favor, no objections/abstentions. 	<p>Vote</p>
<p>3:55</p>	<p>Appreciations</p>	<p>n/a</p>

	<ul style="list-style-type: none">- Maritez thanked Meaghan for her suggestion to include students in the design of the swag and she also thanked Romus (even though he is not present) for collaborating to make the artwork possible.- Terrill thanked Lori for creating a list of OER for various courses for his department.- Nooshi appreciated the committee members and Maritez for making it possible.- Maritez thanked Nooshi for helping her with the student-facing webpage.	
4:00	Adjourn <ul style="list-style-type: none">- Kathleen motioned to end the meeting early; Brandon seconded; all in favor, no objections/abstentions.- The meeting was adjourned at 3:30PM.	