



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

Meeting Minutes

Date: Dec. 7, 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	Welcome <ul style="list-style-type: none"> - Maritez welcomed everyone to the meeting. 	n/a
2:01	Approval of agenda <ul style="list-style-type: none"> - Maritez went over the agenda with the committee members and it was reviewed by the members. Nooshi motioned to approve the agenda; Brandon seconded; all in favor, no objections/abstentions. 	Vote
2:03	Approval of the Nov. 2, 2021 meeting minutes <ul style="list-style-type: none"> - The Committee members went over the meeting minutes from the last month and revisited key things that were discussed in the previous meeting. Brandon motioned to approve the meeting minutes; Terrill seconded; all in favor, no objections/abstentions. 	Vote

<p>2:08</p>	<p>Public comments</p> <ul style="list-style-type: none"> - Maritez asked if there were any public comments. Nooshi mentioned that some of the faculty have finished on their OER project however, accessibility is one of the concerns and she asked if there is a way to set up a system where if a faculty finishes a packet early, someone would be able to check it for them. Maritez said that she will put it down as an agenda item for the next meeting and discuss possible solutions to it. - Nooshi also suggested that we could have a student intern and paid opportunities for them to assist faculties with the accessibility process. Kathleen and Terrill agreed that it was a good idea to get assistance for the accessibility process. 	<p>Informational</p>
<p>2:13</p>	<p>Student Update - Lhakpa, Madison, and Meaghan</p> <ul style="list-style-type: none"> ● Student-facing ZTC Classes webpage is now live and the flier is being blasted on social media (@asuccc Instagram, @lifeatccc Instagram, Facebook, and Twitter). - Maritez asked Madison if she wanted to share with the committee. Madison mentioned that ASU went over the ZTC website and shared that it was accessible and easy to navigate. - Maritez shared the student-facing website and how it has been designed with the help of Nooshi. The website begins with information about ZTC and includes information like a list of classes based on alphabetical order, student testimonials etc. She also shared the flyers that have been shared on Contra Costa College's social media accounts. - Nooshi asked if we will work on a list with GE or IGETC courses that are ZTC so we can share it with our students. Maritez said that we do not have it currently and Jason added that if someone could program to add fields in schedule with information on GE courses, we would be able to have a list. He said that he will speak to Rod about it. ● Recruit 2 students to speak on a panel at the district's annual OER and ZTC symposium on Feb. 11, 2022, 9am-12pm. <ul style="list-style-type: none"> - Maritez asked Madison if she would be interested in speaking on the panel as CCC student representative, sharing the challenges with textbook cost and how ZTC cost helped her. She agreed to be the rep for the event. Maritez thanked Madison for her help. ● Recruit students to submit a short video to Maritez talking about the challenges faced with the cost of books and/or how ZTC classes helped them. <ul style="list-style-type: none"> - Maritez suggested that it would be a good idea to create a video regarding students' experience with ZTC courses to play for faculties to promote more ZTC courses. Brandon and Kathleen agreed that it was a good idea to have student voices. Nooshi said that we could have a video of faculties talking 	<p>Discuss</p>

	<p>about their process on converting to ZTC so that they can find resources on how to get started.</p> <ul style="list-style-type: none"> - Kathleen said that depending on the audience we have either one or two videos (one with students and another with faculties) and when and where we would be playing it. - Madison agreed to be part of the video to speak about ZTC and how it has helped. Lori asked if we could edit videos from the district’s annual OER and ZTC symposium and add it to our college website. Maritez thanked Lori for the idea. - Maritez said we will go over this more during our next meeting. 	
2:30	<p>Tracking Student Savings (Since Fall 2020) - Shraddha Student savings so far in one semester</p> <ul style="list-style-type: none"> - Shraddha shared that there had been several new applications from Math, English and ESL departments since the last meeting and the savings had been increased by over 30k. 	Informational
2:35	<p>Tracking ZTC Sections</p> <ul style="list-style-type: none"> ● Review current process of reporting ZTC sections <ul style="list-style-type: none"> - Maritez shared the current process to report ZTC is for faculties, which is to mark a box in the spreadsheet whether their course is ZTC and scheduler marks it based on the report and that, with this process, not all correct sections have been identified as ZTC. - Terrill shared his concern that the first searchable courses, neither of math sections, had been marked as ZTC. ● Should faculty self-report ZTC sections instead? Ex: Sacramento City College <ul style="list-style-type: none"> - Maritez added that there are a lot of middle steps till the information reaches the scheduler so she asked if it would be a better idea for faculties to directly report their courses as ZTC instead. Nooshi said that as long as department chairs are looped in the process, it should be fine but the department should have the information about the courses. - Terrill said that it would be better for both faculties and department chair to send in this information. - Nooshi said that at the time of textbook request, faculties could be given the option of ZTC projects used by prior faculties for that course and if they would be interested in using that or similar material. - Maritez shared how Sacramento City College faculties self-report ZTC sections. Terrill said that it would be easier for department chairs while creating the schedules, which would then go directly to Liz and it would not require additional information. 	Informational Vote Vote

	<ul style="list-style-type: none"> - Maritez said we will go over this in detail during the spring semester and thanked everyone for their input. ● Liz (Scheduler) asked: Do we want ZTC sections to roll over on the schedule? <ul style="list-style-type: none"> - Maritez asked a question on behalf of Liz. Jason said that it should not roll since faculties do change from section to section and suggested that the ZTC column should be more to the left on the spreadsheet so it is more visible. Terrill agreed that rolling over might not be a good idea since faculties change during different semesters. Maritez agreed with the rest of the committee on not rolling over on the schedule. - The committee decided to vote to request Liz for the ZTC column to be moved more towards the left side on the spreadsheet or next to the course. Brandon motioned to request Liz to move the column to the left; Nooshi seconded; all in favor, no objections/abstentions. - Kathleen asked what happens if a section is marked ZTC but it is later removed and how students might be affected. Jason said that it can be concerning and it is possible that instructors might not want to make their section ZTC last minute. 	
2:45	<p>OER & ZTC Grants for Faculty and Departments</p> <ol style="list-style-type: none"> 1. Approved funding applications update <ul style="list-style-type: none"> ● Sabina Crocette - Business 190 - OER Adopter ● Lucinda Ray - English 1A - OER & ZTC Blended ● Maricela Ramirez - English 200A - OER & ZTC Blended ● Marisol Cantu - ESL 146 - ZTC Compiler ● Marisol Cantu & Francesca Cervantes - ESL 166 - ZTC Compilers ● Dionne Perez - Psychology 118 - OER Adapter ● Dickson Lam - English 1AX - 65 print copies of <i>The Undocumented Americans</i> ● Ivy Johnson - English 1AX - 30 print copies of <i>The Undocumented Americans</i> 2. Fall 2021 updates (Maritez will share this with ASU on Wed. 12/8.) <ul style="list-style-type: none"> ● Total number of grant applications approved this fall: 20 (4 projects are already completed). ● Total number of faculty involved in grant projects this fall: 29. 🎉 <ul style="list-style-type: none"> - Maritez shared the list of applications that had been approved so far. Of 20 approved applications, 4 projects have been completed and we have 29 faculty working on it . Maritez thanked the Math, English, ECHD and Nursing department for submitting most number of applications for ZTC courses. 	<p>Informational</p> <p>Informational</p>

APPRECIATIONS!

Fall 2021 OER & ZTC Grant Participants



• ESL •

• MATH •

Dickson Lam, English

Michele Redlo, Nursing

Nooshi Borhan, ESL

Terrill Mead, Math

Ben Jahn, English

Jacki Lindblom, Nursing

Shelley Ruby, ESL

Sherry Sharufa, Math

Lucinda Ray, English

Jacki Wright, Nursing

Mijin Kang, ESL

Trung Nguyen, Math

Maricela Ramirez, English

Michael Kilivris, Philosophy

Ivy Johnson, ESL

Sue VanHattum, Math

Guy Aengus, English

Sabina Crocette, Business

Marisol Cantu, ESL

Devon O'Rourke, Math

Michell Naidoo, ECHD

Sonia Robles, LIBST

Francesca Cervantes, ESL

Minyoung Lee, Math

Denise Marshall-Thomas, ECHD

Dionne Perez, Psychology

Carol Stanton, Math

Gail Benson, ECHD

Perry Aliado, Math

Discuss & vote

Informational

3. Applications for the committee to review

- Terrill Mead - Math 164/164S - OER Author
- Devon O'Rourke - Math 164 - OER Adopter
- Sue VanHattum - Math 200 - class set of print books
- Shelley Ruby - ESL 051/851N - class set of print books
- Maritez went over all the new applications that needed to be approved by the committee. Terrill went over his application and gave details about the project. Brandon motioned to approve Terrill's application; Maricela seconded; all in favor, no objections/abstentions.
- Terrill motioned to approve Devon's application; Brandon seconded; all in favor, no objections/abstentions.
- Lori said we could get the new version instead of the older one and Terrill said Linear Algebra has not changed a lot so the version requested on the application should be good for the students. Jason added that we do have the fund to afford the new version. Lori asked if we could also buy a few copies of the new version so the faculties could compare.
- Lori motioned to approve Sue's application with an amendment to add 5 additional copies; Maricela seconded; all in favor, no objections/abstentions.
- Terrill motioned to approve Shelley's application; Brandon seconded; all in favor, no objections/abstentions.

4. Maritez is checking in with faculty who are currently engaged in projects before we go to winter break.

- Maritez mentioned that she has been checking in with faculty about the project and if they need any support.
- Jason asked about the fund and Maritez said that the fund is coming from HEERF.

<p>3:00</p>	<p>ZTC Pathways</p> <ul style="list-style-type: none"> ● \$115 million state grant colleges can apply for soon ● Which pathways do we want to begin converting to ZTC? - Maritez shared that the CA governor has awarded the state for building the ZTC pathway and she asked which pathway we would want to work on first for the state grant. She said that going into a pathway that impacts most students would be the best rather than a degree pathway. Maricela asked if we could see what courses were most expensive and we could focus on that as well. - Maritez asked Madison’s input on what would be more impactful for the pathway from a student's perspective. She said that the core classes, GE requirements would be the best pathway since they are required to be taken for all. - Brandon said we could start out with golden four since they do consist of GE courses and later, move to certificates and degrees. - Maritez said that we could revisit this question on the pathway to focus on, once the applications are out. 	<p>Discuss</p>
<p>3:10</p>	<p>OER and ZTC Resources</p> <p>Draft outline of faculty-facing mini-website - Brandon and Maritez</p> <ul style="list-style-type: none"> - Brandon shared a draft on a faculty-facing website that he and Maritez worked on. He added that the front page would go over the definition of ZTC and student data to show why it is important. It would have information with contact information on OER Coordinator and Librarian so that faculties can approach them if they have any questions. Another page would have resources for faculties to help them get started. It will also include a grant application, accessible repositories, a page for committee, information on anti-racism and a set of FAQs. - Maritez and Brandon asked for input from the committee. Lori said there could be a list of OER classes for faculties to see; Brandon said it could be added on the front page. Terrill said it is a great idea to share how much was saved in total and within the departments. 	<p>Informational</p>
<p>3:15</p>	<p>LTC (Low Textbook Cost) Designation</p> <ul style="list-style-type: none"> ● Should we have an LTC designation at CCC? Ex: Moreno Valley College ● If so, what will the cut-off price be? The system average is \$40. ● If so, what would the icon look like? Exs: Chabot College and Palomar College - Maritez shared different colleges’ LTC designation and how much Contra Costa College should designate for LTC. Terrill said 50\$ might be too high and it should be lower. Madison shared that 30\$ or under should be the cut off for LTC. Terrill and Brandon suggested that \$25 should be the cut off and Kathleen suggested 20\$. 	<p>Discuss</p> <p>Vote</p> <p>Vote</p>

	<ul style="list-style-type: none"> - Maritez said that when we start building our ZTC pathways in future, LTC would not count. 	
3:45	<p>Equity from the Start: A Regional OER and ZTC Symposium</p> <ul style="list-style-type: none"> • Fri. Feb. 11, 2022, 9am-12pm on Zoom • Need one faculty volunteer to speak on the panel (hopefully from math 🙌) - Madison will be one of the student speakers for the upcoming Symposium on Feb. 11, 2022. Maritez shared that they are looking to have a faculty panel for the symposium and asked if Terrill would like to be part of it. Terrill agreed to be on the panel. Maritez thanked Terrill. - Maritez also mentioned that Jason will not be in the committee for the next semester and Dr. Kimberly Rogers would be joining the committee. 	Informational & Discuss
3:50	<p>OER and ZTC Swag update - Maritez has placed the order using Miguel Astorga's art, and printing is in production for t-shirts, hoodies, mugs, and stickers.</p> <ul style="list-style-type: none"> - Maritez provided an update on OER/ZTC swag and that Miguel Astorga's art will be used for t-shirts, hoodies, mugs and stickers. The other student submitted their art files too late and the order was already in production. She said that orders have been placed and it will take a while; 24 black hoodies, 144 shirts, several rolls of stickers, and 72 mugs. 	Informational
3:55	<p>Appreciations</p> <ul style="list-style-type: none"> - Maritez thanked Jason for being the manager and supporting the committee. - Terrill appreciated Madison for her commitment towards the committee and thanked her for attending the meeting despite her hectic schedule. 	n/a
4:00	<p>Adjourn - The first meeting of spring 2022 is on Tues. Feb. 1, 2-4pm. Have a restful and rejuvenating break!</p> <ul style="list-style-type: none"> - The meeting was adjourned at 4:00PM. 	