



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

Date: Sept. 7, 2021 (1st Tuesdays) **Time:** 2-4pm **Location:** [Zoom](#) Meeting ID: 968 2509 5605

Voting Members (*to be confirmed)

Chairperson: Maritez Apigo

OER Librarian: Lori Brown

LA Division: Nooshi Borhan, Brandon Marshall - *Alternates:* Maricela Ramirez, Kathleen Donlan

NSAS Division: Terrill Mead - *Alternates:*

AACE Division: Jacki Lindblom, Mary Hernandez - *Alternates:*

SS Division: (vacant) - *Alternates:*

Non-Voting Members (*to be confirmed)

Students: Lhakpa Lama, Madison Tan, Meaghan Yarnold

Classified: Shraddha Luitel, Luanna Waters

Manager: Jason Berner

Guests: Guy

Time	Item	Action
2:00	Welcome and Introductions <ol style="list-style-type: none"> Recorder of Meeting Minutes - Shraddha The attendees to the first OER and ZTC Committee meeting started out with the introduction, led by Maritez. 	n/a
2:05	Public comments There were no comments made.	n/a
2:10	Committee Structure <ol style="list-style-type: none"> Charge from OER and ZTC Ad-Hoc Workgroup spring 2021 <ul style="list-style-type: none"> Maritez asked to vote on the purpose and charge for the Open Educational Resources (OER) & Zero Textbook Cost (ZTC) Committee. There had been a previous charge from Ad-Hoc Workgroup from Spring 2021, which was later reviewed with the official committee. For charge, we would like to identify strategies and develop an action plan to further grow ZTC and OER courses at Contra Costa College (CCC). In order to introduce more ZTC and OER courses, we would need to identify existing 	Discussion

OER and provide faculty support in creating ZTC courses, including OER adoption, adaptation, and authorship. We would also advise the college on financial resources needed to improve and increase OER and ZTC at CCC.

- Maritez asked if any of the members wanted to add any amendments to the Charge. She informed everyone that we are a standing sub-committee of the Faculty Academic Senate, and she will be reporting out to the Senate during their meetings.
- Nooshi commented that many of the faculty members in her department wanted to have a better understanding of fair use guidelines who could help them on an individual level and if Lori will be able to help out with fair use and copyright guidelines. This would encourage more faculties to be involved in creating ZTC courses. Maritez agreed to Nooshi's comment and pointed out that Lori will provide support with fair use and copyright compliance. Maritez, then added Nooshi's suggestion on "fair use support" into the charge along with "accessibility" since we also support faculties in making their courses more accessible to the students.
- Terrill pointed out that STEM courses have technology usage for homework or other purposes so it would be better to include technology materials alongside textbooks in the charge. Maritez agreed with Terrill Mead and stated that the online platforms or software for classes are considered a part of OER. She also said that we could define what is considered OER/ZTC courses in a clear and concise way later during the meeting.
- Maritez read out the status as a subcommittee of the Academic Senate, and we follow Brown Act procedures. The committee would consist of voting members who come from 2 faculty per division with 2 alternates, 1 librarian, and non-voting members who are 1 classified, 2 students, 1 manager. The quorum is 50% filled voting seats and one voting member and for voting, we will go by a majority vote of all the voting members who are at the meeting.

2. Confirm membership

- Maritez proceeded to memberships and it is listed that Maritez Apigo is Chair - OER Coordinator and Lori Brown is OER Librarian. For the NSAS division, Terrill Mead took one of the voting positions. For the LA Division, there were multiple representatives so their division was asked to make a decision on the voting members and non-voting members. Nooshi and Brandon stated that they are open to taking either of the positions, voting or alternate. Kathleen added that because Nooshi has been part of Ad-HOC for OER/ZTC since the beginning and Brandon is doing the design work, it would be a better decision to have Brandon and Nooshi as voting members for LA Division and she is willing to be an alternate member. Maritez added Brandon and Nooshi as voting members and Kathleen and Maricela as alternate members. She asked if Guy would like to be on the committee and he replied that he would not but he is here to see the committee structure and the agendas they have surrounding OER/ZTC. Maritez asked Jacki and added her as one of the voting members for AACE. She also asked Mary if she would like to be another voting member for AACE and added her as a second voting member.

	<ul style="list-style-type: none"> - Maritez welcomed Luanna Waters to the meeting and asked her about her role on the committee. She stated that she is interested in advocating for DSPS students and would like to see how that would work with OER/ZTC. - There is no one attending from the Student Services Department so that is left blank for now. Meaghan Yarnold, Lhakpa Lama, and Madison Tam are the students that attended the meeting and are listed under student. Under classified, Luanna Waters, and Shraddha Luitel are listed. Jason Berner is listed as the manager. - Maritez mentions that Shraddha is the note-taker and since we are a Brown Act Committee, we will be making agendas and minutes publicly available. She said she will work on the website where they will be uploaded after the meeting. - She asked whether we should vote on the structure of the Committee or wait for a second meeting to see if there are more faculties and staff who will be interested to join. Jason Berner suggests that we vote on the structure today. - Brandon motioned to approve the committee structure; Nooshi seconded; all in favor, no abstentions. 	
2:40	<p>Funding for OER and ZTC</p> <ul style="list-style-type: none"> • \$212K from HEERF awarded - application and budget approved spring 2021 - Maritez stated that we have had 212K in HEERF awarded to OER and ZTC. She showed the application for the draft budget. The largest amount of money is allocated to individual faculties and departments who are going to adopt, adapt or author OER and make their section ZTC. For now, the goal is 40 courses. Some funds are allocated to lending libraries, in the case that OER is not possible, we could purchase class sets of digital books or print books for students to check out for the whole semester. 5000\$ is set aside for research to create a districtwide tableau dashboard to collect data to measure students' success in ZTC courses vs non-ZTC courses and to analyze disaggregated data in regards to differences in race, gender etc. Some funds are allocated for faculties interested in attending the OER symposium. There are some funds towards professional development such as the Open Education Conference, which is held in October. There are some funds allocated for OER Coordinator and OER Librarian, positions held by Maritez Apigo and Lori Brown, respectively. Maritez stated that Lori will be helping faculty with OER searches and advising on fair use and copyright laws. Some of the funds are for supplies or miscellaneous needs. • Gov. allocated \$115 million for ZTC degrees in July 2021 - Maritez provided information about the allocation of \$ 115 million for the colleges to build ZTC degrees by the Governor of California and the fund should be coming through starting January 2022. 	Informational
2:45	OER and the CCC Library - Lori Brown	Informational

	<ul style="list-style-type: none"> - Lori introduced herself and explained her position as OER Librarian. She said she will help curate a list for individuals on the textbooks/materials that are available along with videos, OER textbooks, ebooks, websites based on the requirements of the course outline for individual classes. She explained that she will also help faculties determine whether the given e-books have one user or multiple users. Furthermore, she added that she will work with individuals one-on-one on copyright and fair use and what kind of materials one can use. Maritez thanked Lori for the introduction and information on her role as OER librarian. 	
2:50	<p>OER & ZTC Grants for Faculty and Departments</p> <ol style="list-style-type: none"> 1. Last year’s LibreTexts grant - Nooshi Borhan and ESL <ul style="list-style-type: none"> - Maritez explained about the LibreText grant from the previous year, some of the faculties were involved in creating OER materials for their courses. She further added that Nooshi and ESL created many of the ZTC courses from the LibreText grant and now with the HEERF grant, there will be funding for more faculties to do the same. She added that with the HEERF grant, there will also be more freedom around what faculties would like to produce and will not have to share it back to any of the platforms. She asked Nooshi if she would like to add more. Nooshi said that ESL created a ZTC sub-committee where 12 out of 15 faculties, part-time and full-time, were involved. She mentioned that some faculties worked individually while some collaborated. She explained it was important in the ESL department especially because some classes are non-credit so they do not qualify for EOPS so they wanted to focus on those classes being ZTC. Nooshi shared her experiences working on ZTC in the ESL department and said that she is excited to have Lori join the OER & ZTC team as there will be support in finding the right textbook and information on fair use guidelines. She said she looks forward to working with the new grant since there will be less restriction on the materials one can use for their course. Maritez thanked Nooshi and stated that ESL is a model for other departments. 2. Update funding application - previous one 3. Clarify application process <ul style="list-style-type: none"> - Maritez shared a previous application used by DVC for funding which includes collecting data such as the number of sections of the course to learn about how much will be saved by students when the section turns into ZTC. Brandon asked a question about what total number of sections of the course represented and if it is the same as the total number of sections that particular instructor is teaching. Maritez decided to take the question out of the application to avoid confusion. Terrill suggested that there should be an option to apply as a group rather than just an individual. Upon Terrill’s suggestion, Maritez changed it so that one could include multiple names and ID’s of each faculties working together in the application. Nooshi further suggested that it would be a good idea to put the number of sections that would be using ZTC to get a sense of how many sections will be ZTC because of that. Lori asked a question about courses such as automotive that change their textbooks or course materials more frequently and how ZTC would apply to them; will there be a limit/minimum to how many years one needs to use the same course material since 	<p>Discus- sion vote</p>

some courses do have frequent updates? Maritez explained that there is a different application to purchase a class set of print books for those courses. Nooshi added that it is important for ZTC products to be sustainable, which is why collaboration would be helpful so the materials will be understood and taught by different professors teaching the same course. Maritez agreed and stated that this could be placed in the agreement part of the application where one of the points states that OER and ZTC materials would be shared among the faculties and department. Terrill mentioned that he wanted to work on a free online homework system last semester for his courses and something around that should be modified in the agreement. Instead of one of the agreements to list the course as ZTC, he suggested changing it to implement the use of OER and/or list your course as ZTC so it would be less restrictive. Nooshi questioned about low-textbook cost options and Maritez stated that she brought it up to the districtwide OER council but other colleges were apprehensive about creating a low-textbook cost icon as they believed it would take away from ZTC. She said that they will continue to talk about it and will have to come up with cut-off amount for the low-textbook. Maritez suggested that faculties could make a digital version of their reader and have it available online on Canvas and it could be optional, this course would then qualify as ZTC.

- Maritez described different tiers that faculties could choose from based on how they would like to work on their OER project. One could adopt an existing OER and it is lowest - 10 hours of OAS pay, which is around \$500. The adapter is about 20 hours of pay, OAS rate because faculties are altering the existing OER and finding supplemental materials to use instead. The higher level is the author since faculties will be creating original content that can be shared with others and this has the highest pay of all, 50 hours. Maritez questioned if they should include another box for ZTC. Nooshi agreed that there could be another category for ZTC. Brandon suggested ZTC compiler as another box. For OER Adopter, he mentioned that the amount of pay might be low in regards to filling out time & effort form however, adding OER compiler to create something such as reader will take some amount of time to work on to ensure fair use and compliance regulations are met. Brandon also gave an idea to add Blender OER and ZTC so the application could ask the faculty to state what percentage would be OER vs ZTC and to break down how they plan to do so. Terrill said that it would be a good idea to add in what way this project will lower cost for the students since that is the main goal. Brandon agreed with Terrill and said that it should be included in all the tiers. Maritez added Blender OER and ZTC and OER compiler to the tier upon the suggestion of the members.
- Maritez changed agreements based on the suggestions. She included "publishing options are available" in case someone authors an OER and wants to share it widely, it could be published for other universities and colleges to use.
- Brandon asked a question about adjusting the hours worked on the project since it could be different than the predicted hour. Maritez said that this could be brought back to the committee and she will check in throughout the process to ensure that hours will be within the provided range during the application. Nooshi suggested it would be easier to have templates or guidelines for faculties on readers or textbooks so they can save time early-on in the process. Maritez agreed that resources should

	<p>be included on accessibility, anti-racism, fair use guidelines etc. and it could be added in Canvas shell in the future so that the faculties can get information from there.</p> <ul style="list-style-type: none"> - Last year, there was the manager’s signature for the application to be finalized however, with everyone’s approval, it was changed to Department Chair’s signature; this way department can be involved. - Nooshi had a question for Lori on whether she will be able to check what percentage of adopted textbook material can be used for OER/ZTC. Lori answered that she will be able to check to see the fair use guidelines pertaining to specific textbooks that faculties plan to use. - Maritez questioned the process after the completion of the project. Nooshi said that their faculty shared the project with the department so it can be used by others. Terrill suggested that it should be submitted somewhere so that there is a report of that and it could be shared around for later use. Brandon added that Maritez should compile them. Maritez agreed to all the suggestions about the final steps after the project is completed by faculties. - Approval process: Lori suggested that Maritez should tentatively approve the application and the committee will make the final decision during the meeting. Brandon added that if it falls under higher tiers, it could come to the committee for approval as it might involve more details. Nooshi added that as long as there is funding, it could be first-come, first-serve when it comes to approving the application. Terrill agreed with Nooshi. Everyone agreed to follow Nooshi and Terrill’s suggestion for the approval process. - Maritez asked if the OAS hours should be changed. Brandon said that if faculties have to do the copyright and accessibility work on their own, the hours should be increased. Nooshi said that it might be hard for those collaborating to work under the given hours so it should be increased. Terrill suggested increasing the hours by 10% would be a good idea. Upon the suggestions, the hours were changed to 15 (OER Adopter), 25 (OER Adapter), and 60 hours (OER Author). - Maritez asked whether faculties should be given a token of appreciation upon the completion of the program. She suggested a certificate, badge, button, or tshirts/hoodies that would celebrate the work of faculties. Meaghan agreed that hoodies would be a good idea. She added that students in the Art department could work on designing the token of appreciation and it could be a non-credit (0.5 unit) course. Madison agreed to the ideas. Lhakpa suggested plant. Shraddha added that coffee mugs would make a good token of appreciation. - Nooshi motioned to approve the new application for OER and ZTC grant; Brandon seconded; all in favor, no objections/abstentions 	
3:20	<p>Purchasing Class Sets of Books (Lending Library) for ZTC sections</p> <ol style="list-style-type: none"> 1. Create application 2. Clarify application process <ul style="list-style-type: none"> - Maritez said that there is no application yet and she asked the committee to provide input on questions to include on the application to purchase class sets; the question could be around the length of time the textbook would be used, projected cost, and if 	<p>Discus- sion & vote</p>

	<p>it represents diversity, equity and inclusion. Nooshi suggested that the question about the book being used in conjunction with other courses would be good for the application. In regards to including the question about the length of time the textbook would be used, Nooshi said that sometimes adjunct faculties do not know if they will teach the same class in upcoming semesters so it does come down to Department Chair. Kathleen added that there should be a question to find out if there are multiple faculties within the department willing to use the same material. She also suggested that it is a good idea to switch the class sets around different semesters and this will allow the book to be used more frequently. Maritez recommended that the committee review the application for the class sets. Nooshi asked if this application is departmental or individual. It was decided by the committee that individual faculty can apply individually but Department Chair would have to approve.</p> <ul style="list-style-type: none"> - Terrill motioned to approve the application questions for purchasing class sets; Nooshi seconded; all in favor, no objections/abstentions 	
3:50	<p><u>Open Education Conference Oct. 18-22, 2021</u> - Anyone interested in attending?</p> <ul style="list-style-type: none"> - Maritez asked if anyone is interested in attending the virtual OER Conference and stated that registration would be paid by the college. Maritez will follow up by email. 	Discussion
4:00	<p>Adjourn. Maritez thanked everyone for attending the meeting. The meeting was adjourned at 4:04 PM. Have a great fall semester!</p>	n/a