◎ Contra Costa College

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

Date: March 3, 2023 (1st Fridays) **Time:** 10am-12pm
Location: GE 108 and Zoom - Meeting ID: 968 2509 5605 Passcode: OERZTC
Committee Charge and Past Agendas & Minutes

Voting Members
Chairperson/OER Coordinator: Maritez Apigo   **OER Librarian**: Lori Brown   **LA Division**: Maricela Ramirez*, Brandon Marshall - *Alternates:*   **NSAS Division**: Terrill Mead, Perry Aliado - *Alternates:* Jason Lau, Dominick Christiana   **AACE Division**: (seat 1 vacant), (seat 2 vacant) - *Alternates:*   **SS Division**: Sarah Boland, (seat 2 vacant) - *Alternates:*

Non-Voting Members
Students: Emily Gonzales*, Alexa Simen, Madison Tan   **Classified**: (seat 1 vacant), (seat 2 vacant)   **Manager**: Jason Berner*

*=absent

Time	Item	Action
10:00	**Welcome**	n/a
10:01	**Attendance and confirmation of voting positions**	Informational
10:02	**Approval of the Feb. 3, 2023 meeting minutes** Approved.	Vote
10:05	**Approval of today's agenda** Approved.	Vote
10:10	**Public comments** No public comments.	Informational
10:15	**Student Updates** - Emily, Alexa, and Madison No student updates.	Informational
10:30	**ZTC Degree Program** (Resources: ASCCC webpage and ASCCC Overview) • ZTC Team met this week ○ Maritez Apigo (ZTC Program Coordinator) ○ Maricela Ramirez (ZTC Program Coordinator) ○ Lori Brown (OER Librarian)	

	○ Sarah Boland (Counselor) ○ Najia Azizi (Articulation Officer) $180K will arrive this month in March - What should we include in the budget? - Additional funding for "ZTC Acceleration Grants", apply fall 2023 - Faculty PD online course -Should the course be at the local college or districtwide? Maritez shared that Sarah and Najia will inform which certificates and degree already are ZTC. Maritez, Sarah and Najia would share with the department about number of classes needed for them to convert to ZTC. She added that there will be a 4-week training for the department if they are willing to go OER/ZTC and Maricela will be assisting her with it during the fall. There will also be training on copyright guidelines, licensing, and attribution as well for the faculty for which there will be compensation. Maritez added that the team is going to develop budget proposal for the committee. Currently, there is $20,000 which is going towards the planning. In March, the committee will be receiving $180,000, which is a state fund. She asked the committee has any ideas on what should be included for the $180,000 budgets, which will be used for ZTC or OER certificate and degree pathway. There were suggestions from the committee that the money can be allocated for digital lending and books. Terrill said that purchasing a different system, which would not subscription based would be sustainable. Monica said that many faculty might not participate as they are not certain about copyright guidelines or are not informed about mechanics. One idea she suggested is that the faculty who have completed the training could be given incentive to share their process with others by creating a workshop. Maritez agreed that it was a great idea where the funding could be allocated for that. It was suggested that there should be evaluations on the effectiveness of the OER course to ensure that the quality is being met. Maritez shared the draft proposal for ZTC program with the committee and how it would be allocated. She suggested that a portion of the fund be allocated for marketing as well. She added that Chancellor's office will be putting out competitive grant in fall called "acceleration" grants. Maricela and Maritez are working on developing faculty PD online course for the college. Maritez asked if the districtwide course should be adopted or to keep it local at CCC where there will be more control of the content. Sarah asked whether college or district would pay for the facilitator, and Maritez responded that it will come from the college. Sarah asked if it was possible to start it locally to highlight what CCC needs and get support from district after. Terrill and Jason said that we should look at what district has, modify based on campus needs, and start locally with the course. Terrill motioned to start the course locally for now; Perry seconded; all in favor, no objections/abstentions.	Discuss & vote
11:00	**$1 Million Congressional Federal Grant for OER and ZTC (districtwide)**	Informa-tional

	Maritez said that the funding might not come until October, which will be divided between 3 colleges. She said she will continue to update the committee as there will be more information.	
11:05	**OER & ZTC Grants for Faculty and Departments** Applications for the committee to review ● Yachi Teng - Chinese 120 - ZTC Compiler ● Irena Stefanova - Spanish 120 - OER Adapter Current applications (for your reference): ● OER & ZTC Grant Application ● ZTC Class Set of Print Books Grant Application The committee reviewed two applications for foreign language courses. Yachi Teng's application was for ZTC Compiler, and she is working on creating course material and digital reader and is requesting 60 hours. Sarah said that this course meets general education and communication so it could add to the other ZTC/OER pathway. Perry motioned to approve Yachi Teng's application; Sarah seconded; all in favor, no objections/abstentions. Irena Stefanova course was reviewed which was for OER adapter and requested for 25 hours. Terrill motioned to approve Irena Stefanova's application; Perry seconded; all in favor, no objections/abstentions. Both applications were approved.	Discuss & vote Informa-tional
11:30	**OER and ZTC Resources for Faculty** Draft of faculty-facing mini-website on library site - Erica Watson, Librarian Maritez shared that Erica used the draft created by the committee for faculty facing website and put it in library website format. Erica shared the "For Faculty" tab in the library page and a draft of the website for faculty facing website. She shared that there are several other templates as well that could be used depending on what committee would like. Erica also showed how to search for the ZTC books which was located under "course reserve" on the website it is specified what is reserved for ZTC. Lori added that if we search for ZTC, the website will show all the ZTC courses.	Discuss & vote
11:45	**Schedule Conflict with the Pedagogy Conference** - Should we reschedule or cancel our next meeting on April 7, 10am-12pm? Maritez mentioned that the pedagogy conference is on the same day as OER/ZTC committee meeting and if OER meeting should be rescheduled or cancelled and come back in May. Sarah suggested April 21. Sarah suggested if there was possibility to review the applications and not come together to review and vote. Lori mentioned that in past the applications would be reviewed and signed off by Maritez and Lori.	Discuss & vote

	Maritez said that Maricela and she would like to present it to the committee to get their feedback. Terrill said the meeting could be rescheduled for April 21. Jason said that we could reschedule it tentatively to April 21. Perry motioned to tentatively move the meeting to April 21; Lori seconded; all in favor, no objections/abstentions. The committee discussed about the ZTC courses in biotech, business, math, English and ESL.	
11:55	**Appreciations** Terrill thanked Sarah for joining the committee. Maritez thanked everyone on the committee for their contributions.	n/a
12:00	**Adjourn** The meeting was adjourned at 12:00 PM.	n/a