

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

Date: April 21, 2023 (normally 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  Maritez called the meeting to order at 10:05 AM.	n/a
10:01	Attendance and confirmation of voting positions  Maritez took the attendance. Since Terrill was absent, Dominick would be voting for NSAS division.	Informa-tional
10:02	Approval of the <a href="#">Mar. 3, 2023 meeting minutes</a>  The committee went over the meeting minutes from last meeting. Maricela motioned to approve the meeting minutes; Dominick seconded; All in favor, no objections/abstentions. Meeting minutes were approved.	Vote
10:05	Approval of today's agenda  The committee went over the meeting agenda for today's meeting. Maritez had one amendment which was to add Devon's application to the agenda. Brandon motioned to approve the agenda as amended; Dominick seconded; all in favor, no objections/abstentions.	Vote
10:10	Public comments  Lori talked about the grant from LibreText and mentioned that they are calling for	Informa-tional

	<p>participation in OER project, which is a 4-year grant, and it covers STEM courses mostly. She will be sending out the information to Maritez.</p>	
10:15	<p>Student Updates - Emily, Alexa, and Madison Student updates</p> <p>Alexa asked more about the grants. She added that she is getting more help to get textbook from EOPS and she was hoping to talk to Angela regarding what she has been hearing at the meeting. Maritez thanked Alexa and added that she is looking for students to get involved and to inform her of any ideas they might have to support them better.</p> <p>Alexa said that it would be a good idea to discuss about next year plans with ASU regarding OER/ZTC classes; there are many new and returning students in ASU and would be a good idea to get information from more students. Maritez agreed with Alexa's ideas. Alexa said OER/ZTC gear like buttons, tshirts, pens, etc. would be a good idea to promote about OER/ZTC classes in order to get the word out.</p>	Informa-tional
10:20	<p>\$1 Million Congressional Federal Grant for OER and ZTC (districtwide) Update - Maritez, Maricela, and Lori</p> <ul style="list-style-type: none"> <li>• <a href="#">Estimated budget</a> <ul style="list-style-type: none"> <li>○ RT/OAS Positions: 20% OER Coordinator and 20% OER Librarian at each college, 40% Districtwide Faculty Grant Coordinator</li> <li>○ legal experts on copyright compliance, accessibility experts, design and multimedia experts, and hourly workers</li> </ul> </li> <li>• Training course - facilitated, 4-week long, stipend for completion?</li> <li>• 3 tiers of faculty stipends</li> </ul>	Discus s & vote

	<ol style="list-style-type: none"> <li>1. Create New OER \$3,500-\$4,500</li> <li>2. Adapt Existing OER \$1,000-\$3,000</li> <li>3. Adopt Existing Open Textbook or other OER \$500-\$1,000</li> <li>4. May be another tier for creation collaborations</li> </ol> <ul style="list-style-type: none"> <li>• Desire to replicate the same structure for the state grant</li> </ul> <p>Maritez stated that she, Maricela, and Lori attended the meeting about the congressional federal grant for OER and ZTC districtwide. She shared the estimated budget for release time positions, which will fund 3 campus leads at 20%, 3 campus librarians. There is another districtwide faculty positions at 40% who will be districtwide grant coordinator. She also shared how the grant is planned to be spent.</p> <p>Devon asked if compliance include accessibility and Maritez responded, yes.</p> <p>Maritez said that anything that is not used in districtwide congressional grant, there is state grant to support the program as well.</p> <p>Maritez shared about the 4-week training courses and that, there is stipend for the faculty. The amount of stipend is still to be decided. Since it is a districtwide fund, the colleges would have to agree on how much to pay to the faculty. She also shared 3 tiers of faculty stipends. She added that there might be new tier for faculty collaboration. She said that anything decided for the tier would be the same for state grant as well.</p> <p>Dominick asked how campus would differentiate between state and congressional grant. Maritez said that anything that will not fit within congressional funding, it will have to come from state but that is still to be planned. Devon asked if the grant has already started and Maritez answered that it will come starting July 1<sup>st</sup>. 20K from state has already come through, but 180K should have come in March. Devon asked if the amount will be paid in fixed amount, and not as OAS hours and Maritez said that is what was proposed; the amount will be paid as a stipend.</p>	
10:50	<p>ZTC Degree Program (Resources: <a href="#">ASCCC webpage</a> and <a href="#">ASCCC Overview</a>)</p> <ul style="list-style-type: none"> <li>• Update from the ZTC Planning Team: <ul style="list-style-type: none"> <li>○ Maritez Apigo (ZTC Program Coordinator)</li> <li>○ Maricela Ramirez (ZTC Program Coordinator)</li> <li>○ Lori Brown (OER Librarian)</li> <li>○ Sarah Boland (Counselor)</li> <li>○ Najia Azizi (Articulation Officer)</li> </ul> </li> <li>• ZTC mapping and call to participate in the new ZTC Program (<a href="#">interest form</a>).</li> <li>• 1st Draft of the local faculty PD online course is ready for your feedback.</li> <li>• 1st Draft of the \$180K budget is ready for your feedback.</li> <li>• Additional funding for “ZTC Acceleration Grants”, apply fall 2023</li> </ul> <p>Maritez shared that there is planning team for ZTC Degree program and that, they have been meeting. She said that Sarah has been taking lead on ZTC mapping, and Maricela and Maritez have been working on courses. Sarah provided an update on ZTC mapping; she said that they pulled full list of courses that were offered ZTC spring and fall and they grouped them by program and which department could be reached out to ask if they would like to be part of the ZTC degree program. She said that ESL classes were on top. Math degree is fully online with associate degree program, and it is completely ZTC. She shared all different courses within departments that were ZTC and that could be ZTC. She said she is strategizing to communicate with faculty within different departments and how they work to convert the courses to ZTC.</p>	Discus s & vote

	<p>Maritez said that next step is to send out an invitation/letter to faculty to confirm whether the list of ZTC courses is accurate and if anything is missing from the list. After, it would be to invite them and whether they would like to engage in various levels to convert to ZTC. The interested faculty would then take the 4-week course during Fall or Spring. Everyone thanked Sarah for her work.</p> <p>Maritez shared the PD online course and asked committee to share any feedback. She shared that there are four content modules starting with module 1, Antiracist Curriculum and Pedagogy. Maricela shared module 2, which introduces OER and provide impacts of textbook costs on students. She said that she will include videos on student’s perspective. The module also includes examples of OER content, subject guides, and where one can find more resources around it. Maritez said that Lori will be invited to design a page, introducing her to the faculty through a video and host an office hour to answer questions the faculty might have. Another module will be about copyright and licensing. Last module is on accessibility, and it was created by Liesl.</p> <p>Each module would include action plan for the faculty to work on. Upon completion of the course, the faculty will receive a certificate which can be applied toward salary advancement as it provides 4 units.</p> <p>Sarah thanked everyone for structuring it in the way it has been, and it looks wonderful. Alexa said that she liked the information, and the format looks very well organized. Alexa asked if there is any audio on the contents provided and Maricela responded that there are videos with transcripts. Devon thanked everyone who contributed. Brandon shared that he is excited to take the class.</p> <p>Sarah asked whether the faculty who already have ZTC are also invited. Maricela and Maritez said that they are as it can have information as it can provide review.</p> <p>Maritez shared the budget for 180K grant and how it has been planned to be spent. She asked the committee about their feedback on the allocated spendings. She said that the digital lending would come from the state funding instead of congressional grant since not all college districtwide would want that plan.</p> <p>Maritez talked about ZTC Acceleration Grants to assist department that are close to completing all the OER/ZTC.</p>	
11:20	<p>Filling OER and ZTC-Related Positions Reassigned time/OAS job announcements - see Gabriela Segade’s email for info:</p> <ul style="list-style-type: none"> <li>● OER Coordinator</li> <li>● ZTC Program Coordinator</li> <li>● OER Librarian</li> </ul>	Informa-tional
11:30	<p>OER &amp; ZTC Grants for Faculty and Departments</p> <ul style="list-style-type: none"> <li>● Nooshi Borhan - ESL 146/ESL-846N - Update ZTC Materials</li> <li>● Rebecca Clayton - ESL - Class set of books</li> </ul> <p><i>Current applications (for your reference):</i></p> <ul style="list-style-type: none"> <li>● <a href="#">OER &amp; ZTC Grant Application</a></li> <li>● <a href="#">ZTC Class Set of Print Books Grant Application</a></li> </ul>	Discuss & vote  Informa-

	<p>Gabriela emailed out the announcement for the OAS job. Maritez shared that she will not be here next year as she will be on sabbatical, so the coordinator position is out. She shared that the application is due on Monday, April 24<sup>th</sup> and it would require a submission of letter of interest.</p> <p>The committee reviewed Nooshi’s application for ESL 146/ESL-846N where she would update the information. Sarah added that it was one of the courses that was targeted. Maricela motioned to approve; Sarah seconded; all in favor, no objections/abstentions. Nooshi’s application was approved.</p> <p>Rebecca Clayton's application was approved which was for class sets of books. Sarah said that the course is for certificate of competency. This course is taken mostly by for students who have low proficiency in English and will help them prepare so they can move through ESL program successfully. The course is usually taken by those who have moved out of the state or from different country, and as they engage in getting their residency, having ZTC course could help a little with the cost as their tuition is high. Perry made the motion, Brandon seconded; all in favor, no objections/abstentions.</p> <p>The third application is from Devon and the committee reviewed them together. Maritez explained that the application is to ask for more hours for Math 164 and is second application. The work is done in collaboration. Sarah added that Math 164, statistics is important course at CCC and is part of many social sciences and nursing. The students who are not following the STEM courses will be taking this course. Perry added that he is also using this textbook and it has a better content and is more relevant to the students and community. Maritez said there is at least 6 sections offered per semester. Dominick asked that early courses are simpler and if that means more hours will be required to modify those. Sarah said that there will be more sections for Math 164 since there has been elimination of Math 120 course. Sarah motioned to approve the application; Lori seconded; all in favor, no objections/abstentions.</p> <p>All the applications were approved.</p>	tional
11:40	<p>OER, ZTC, and LTC Faculty Resources</p> <ul style="list-style-type: none"> <li>• <a href="#">Libretexts ADAPT</a> is now live in Canvas.</li> <li>• Faculty-facing mini-website is live on the library site. Direct URL: <a href="https://libguides.contracosta.edu/OER">https://libguides.contracosta.edu/OER</a></li> </ul> <p>Maritez stated that Janet asked if we can enable Libretxt ADAPT in Canvas. She would like to convert her course to ZTC. It is a homework platform that integrates into canvas and goes into the gradebook. The comments can be provided and use speedgrader. Libretxt is developing this for different departments. Maritez said that in the curated list she could include LibreText ADAPT.</p> <p>Lori explained that “LibreTexts, a nonprofit organization that creates online platforms for OER development, has an adaptive learning system called ADAPT. This homework system incorporates multiple Ed Tech platforms.</p> <p>Maritez shared that the mini website is live for faculty to view.</p>	Informa-tional

11:50	<p>End of the Year Celebration - Would you like to have a potluck after our May 5th meeting?</p> <p>The committee decided to get together and have tacos together for the last meeting.</p>	Discuss
11:55	<p>Appreciations</p> <p>Brandon and Dominick appreciated Maricela for putting the courses together. Maricela thanked Sarah for helping. Sarah thanked committee for inviting her. Maritez thanked Alexa for being there because the student voice is so critical to our work. Alexa said that she would like to be more involved next semester.</p>	n/a
12:00	<p>Adjourn - Our last meeting this spring semester is on May 5, 2023, 10am-12pm in GE 108 (with a Zoom option available for the public).</p> <p>The meeting was adjourned at 11:42.</p>	n/a