



CONTRA COSTA COLLEGE

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

Meeting Minutes

Date: February 3, 2023 (1st Fridays) **Time:** 10am-12pm

Location: [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: (seat 1 vacant), (seat 2 vacant) - *Alternates:*

Non-Voting Members

Students: Emily Gonzales, Alexa Simen

Classified: (seat 1 vacant), (seat 2 vacant)

Manager: Jason Berner

Time	Item	Action
10:00	<p>Welcome</p> <p>Maritez welcomed everyone and took attendance. She thanked Maricela for assisting as OER Coordinator last semester in Fall 2022.</p>	n/a
10:01	<p>Attendance and confirm voting positions</p> <p>Monica Landeros was added as alternate for NSAS. Maritez said she would confirm whether there can be more than 2 alternates.</p>	Informational
10:02	<p>Approval of the Dec. 6, 2022 meeting minutes</p> <p>Brandon motioned to approve the meeting minutes; Terrill seconded; all in favor, no objections/ abstentions. The minutes were approved.</p>	Vote
10:05	<p>Approval of today's agenda</p> <p>Maritez shared agenda for the first meeting with the committee. She shared that one of the important items would be the ZTC degrees pathway. Terrill motioned to approve the meeting agenda; Lori seconded; all in favor, no objections/ abstentions.</p>	Vote

10:10	<p>Public comments There were no comments made.</p>	Informational
10:15	<p>Changes in Brown Act Legislation</p> <p>Maritez explained the changes in Brown Act committee. The state of emergency for COVID would be ending soon as per government so the committee would be held in-person going forward (exception would be made in case of emergency). Dr. Cromartie asked if there will be a zoom meeting and Maritez answered that the zoom will still be continued so anyone else can attend. He also mentioned that the committee would need to meet the quorum to continue the meeting; at least 50% +1 would need to be present on campus to hold the meeting (will have to meet the quorum).</p>	Informational
10:20	<p>Student Updates - Emily, Diego, and Alexa</p> <ul style="list-style-type: none"> ● Student updates ● Textbook cost stories <p>Maritez asked students to share updates. Emily shared some of the textbook experiences. She explained that as a STEM student she would have to spend a lot on books/lab manual, and she ended up returning the book as the cost were high. Also, many of the homework options are on online platform which happens to very costly as well. 50\$ for the lab manual, 300\$ for the book and 70\$ for homework site for one class.</p> <p>Alexa shared that the books are very expensive and that, she agrees with Emily. She added that programs like EOPS helps (400\$ for Spring 2023 semester), however it only gives you certain amount of money which might not cover for all the classes. She also added that she prefers physical copy than eBook and would end up costing more.</p> <p>Maritez thanked Emily and Alexa for sharing with the committee. Dionne Perez added that she will work with EOPS to increase the book support. Maricela asked if there is an allotted amount or if it is that based on case-by-case basis. Dionne responded it is dependent on the number of classes a student is taking and if students were to email them explaining the situation, EOPS might be able to assist with further cost.</p>	Informational
10:30	<p>ZTC Degree Program</p> <ul style="list-style-type: none"> ● Summary of the program (Resources: ASCCC webpage and ASCCC Overview) ● Provide input on the proposed budgets draft, and vote to approve the proposed planning budget ● Controlled Digital Lending - special guest CCC Librarian Erica Watson ● Brainstorm duties of ZTC grant program coordinator ● Faculty PD online course <p>Maritez shared the links of the program with the committee that they can visit for information regarding ZTC Degree Program.</p>	Discuss & vote

Erica explained about control digital lending. She added that there will be cost related to scanning of the books as well as management of it. Brandon asked if there is a class set, would all the books need to be scanned separately or one file would suffice? Erica responded that every copy does not have to be scanned separately.

Brandon asked about digitized and storage option. Erica said that library is rearranging the library area so space would not be an issue.

Lori added more about the copyright rules that one scanned copy can be accessed by one student at a time. Erica said that unless there is multilicence copy.

Maritez thanked Erica and Lori for explaining about control digital lending and answering questions that the committee members had.

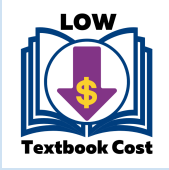
Monica said that there should be a training on managing number of users for accessing the PDF.

The committee brainstormed about the program and budget around OER/ZTC projects. Monica said that having a quality reviewed course that is part of ZTC would be a good idea to help students learn if it is ensured that the course is properly designed. Dr. Cromartie said that the content should be reviewed by someone within the same discipline. Maritez added that portion of the application has a space where one can designate names of the peer reviewers.

Maritez shared the first draft of the budget proposal and the committee looked at the initial \$20,000 for planning and how it is distributed. She informed that \$200,000 will be provided by the CCC Chancellor's Office grant that can be spent over 3 years with the goal to create ZTC and CTE certificates or any degrees. The first \$20,000 will have to be spent by Spring. Maricela asked about the training course plan and whether it will be on Canvas and if they would need to complete it by certain time of application process. Maritez suggested that it could be like a cohort model (new one every semester) and one would go through the trainings and they will have access to all the resources afterwards. Brandon asked if the training course will be mandatory to accept the grant. Maritez said it has not been finalized yet, but one could get stipend for going through the training and get remaining after the project is completed. She asked if the committee had any other questions or suggestions to add.

Brandon motioned to approve the budget proposal for \$20,000; Maricela seconded; all in favor, no objections/ abstentions.

For the \$180,000 draft budget, Maritez suggested that the large share of the amount should go towards faculty converting to OER/ZTC. ZTC Program Coordinator is the newly added position and she asked if anyone would be interested, and it can be split between 2 people. Maritez said she will discuss about the duties of ZTC Program

	Coordinator with Maricela and will share with the committee when a job description is ready.	
11:45	<p>\$1 Million Congressional Federal Grant for OER and ZTC (districtwide)</p> <p>Maritez said that she is meeting with districtwide committee on Monday, 02/06 and will possibly have more information on \$ 1 million grant next meeting.</p>	Informational
10:50	<p>OER & ZTC Grants for Faculty and Departments</p> <p>Applications for the committee to review</p> <ul style="list-style-type: none"> • Chao Liu - Engineering 230 - OER Author • Devon O'Rourke - project changes <p>Current applications (for your reference):</p> <ul style="list-style-type: none"> • OER & ZTC Grant Application • ZTC Class Set of Print Books Grant Application <p>Maritez shared Dr. Liu's application with the committee which will save each student \$179.98. Perry motioned to approve; Terrill seconded; all in favor, no objections/ abstentions.</p> <p>The committee reviewed Devon O'Rourke's project changes. The committee decided that Devon should submit a new application.</p>	<p>Discuss & vote</p> <p>Informational</p>
11:10	<p>Faculty Identifying ZTC & LTC Sections</p> <p>Should we keep the current process through chairs, or should we change to self-reporting or another method?</p> <p>Maritez shared the current process of identifying ZTC/LTC sections. which is to inform their department chairs and it would be indicated on the schedule spreadsheet. Maricela added that the classes were not labelled correctly. Maritez said that in other colleges, the faculty would fill out a form to report and scheduler would have access to it. Some of the committee agreed that it would be a good idea to self-report their course. Dr. Cromartie said that self-reporting might not be a good idea and create confusion.</p> <p>The committee decided to go over the process of reporting in the next meeting.</p>	Discuss & vote
11:40	<p>LTC (Low Textbook Cost) Designation</p> <ul style="list-style-type: none"> • Being adopted districtwide • Definition of \$30 or less • Visual Schedule Builder issues • Advertising to students <p>Maritez informed that there is LTC Designation that is being adopted districtwide. Jason suggested that those doing a LTC class would mark that in the ZTC column so</p>	 <p>Discuss</p>

	<p>Liz would know. Maritez added that one of the main issues is that the students are unable to filter ZTC or LTC classes.</p> <p>She asked the committee and the students about ways to advertise LTC or ZTC classes. Emily added that posters, social media, and informing professors would be a good way to inform. Terrill suggested a QR code that would open out the list of courses is another good idea. Lori added mailing out a booklet. Maritez and Perry are willing to work on a draft of the poster to share with the committee. Dominic added that a video testimonial would be another good idea.</p>	
11:20	<p>OER and ZTC Resources for Faculty</p> <ul style="list-style-type: none"> • Update on faculty-facing mini-website - Maricela • Should we house it on the Library site? • Library OER guides - Lori <p>Maritez said that the library is willing to have OER/ZTC information on their site. Brandon motioned to approve; Maricela seconded; all in favor, no objections/ abstentions.</p>	Discuss & vote
11:50	<p>Appreciations</p> <p>Maritez and Terrill thanked the students for their comments. Maritez thanked everyone for attending.</p>	n/a
12:00	<p>Adjourn - Our next meeting will be on-campus in GE 108 on Fri. March 3, 10am-12pm with a Zoom option for the public.</p> <p>The meeting was adjourned at 12:00PM.</p>	n/a