



CONTRA COSTA COLLEGE

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

Meeting Notes

Date: April 12, 2022 **Time:** 2-4pm

Location: [Zoom](#) Meeting ID: 968 2509 5605 Passcode: OERZTC

[Committee Charge and Past Agendas & Minutes](#)

Voting Members

Chairperson: Maritez Apigo

OER Librarian: Lori Brown

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

NSAS Division: Terrill Mead, Jason Lau - *Alternates:* Bashir Shah, Perry Aliado

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

SS Division: (vacant) - *Alternates:*

Non-Voting Members

Students: Madison Tan, Meaghan Yarnold


Classified: Shraddha Luitel, Luanna Waters

Manager: Kimberly Rogers

Time	Item	Action
2:00	Welcome Maritez welcome everyone to the meeting.	n/a
2:01	Approval of agenda The committee went over the agenda. Brandon motioned to approve the agenda; Nooshi seconded; all in favor, no objections/abstentions.	Vote
2:05	Approval of the March 1, 2022 meeting minutes Brandon motioned to approve the meeting minutes; Nooshi seconded; all in favor, no objections/ abstentions.	Vote
2:10	Public comments Maritez commented that she will be on break for Fall semester and that, Interim OER Coordinator position is open – she encouraged the committee members to apply to keep the committee going. Vern asked about whether there was a price and number cap on the class set. Maritez answered that there is no set cap, and that each application is reviewed based on different factors - whether it meets requirement for ZTC, textbook incorporates diversity, equity and inclusion and cost.	Informa- tional
2:15	Student Update - Madison and Meaghan	Informa-

	<ul style="list-style-type: none"> • Student updates • Videos of students talking about the challenges faced with the cost of textbooks and/or how ZTC classes helped them- 2 submitted so far. <p>Meaghan said that Kevin and Erika are planning on bringing an OER resolution next week – Madison will be accompanying Kevin.</p> <p>Maritez informed that two videos have been submitted and she also planned on using the zoom recording from District OER/ZTC event that took place in February. She also encouraged committee to request their students to participate in creating a video talking about OER/ZTC.</p>	<p>tional</p> <p>Discuss</p>
2:20	<p>ZTC Pathways Grant</p> <p>Still waiting on the \$115 million state grant for colleges to implement ZTC pathways. When it is announced, all 4CD colleges will apply for \$20,000 for the planning phase.</p> <p>Maritez informed that we are waiting on the state grant and waiting for new updates.</p>	<p>Informa- tional</p>
2:25	<p>Budget Review & Purchasing Class Sets</p> <ul style="list-style-type: none"> • Review OER & ZTC budget and spending so far • Selection criteria for purchasing class sets <p>Maritez shared the spreadsheet that reflected how much each faculty would get paid for their project and whether they have been paid or not. The total that is approved as of April 12, 2022 is \$71,374. The class sets that we have approved is for \$5,634 and there are still remaining funds for class sets.</p> <p>Maritez asked the committee about selection criteria for class sets – Brandon said that that class sets would need to make the class completely ZTC. Nooshi added that another factor to consider is whether the course is required for their certificate or degree and enrollment history. Madison mentioned that she would like to know the demographics since the community colleges is comprised of people of different age and we need to understand their situations as well. Brandon added that there should be a cap on how long the material will be used. Vern said the materials should be used for at least 5-7 years. Nooshi said that if the faculty changes, the textbook can change so the committee needs to think about it as well. Terrill added that it can be department’s decision on which book the faculty would like to use.</p>	<p>Informa- tional & discuss</p>
2:40	<p>OER & ZTC Grants for Faculty and Departments</p> <ol style="list-style-type: none"> 1. Applications for the committee to review <ul style="list-style-type: none"> • Randy Watkins - CIS 135 - 4 class sets • Mike Kilivris - PHILO 130 - class set • Agustin Palacios - LARAZA 113 - class set • Deborah Bauer - Speech 120 and 122 - OER Adopter • Michelle McNeary - ESL 195 - OER and ZTC Blended 2. Revising applications - new draft of OER & ZTC app & new draft of class sets app <ul style="list-style-type: none"> • Requesting additional hours in advance of your deadline 	<p>Discuss & vote</p> <p>Discuss</p>

	<ul style="list-style-type: none"> Year of publication of class sets with the 7-year expiration in mind <p>The committee reviewed application for Randy Watkins – he would like 140 copies of the book which costs \$175.95 each and two other faculty in the department are interested in using the textbook as well. Nooshi said that committee should ask about enrollment history and whether how many sections will be consisting of concurrent enrollment – will high school pay for the books? The committee decided to come back to this application.</p> <p>Agustin Palacios’ class set application is reviewed – the cost of book is \$29.95, and he requested 80 copies which will be used for 5 years. Brandon motioned to approve the class set purchase for Agustin Palacios; Jacki seconded; all in favor, no objections/abstentions. The application is approved.</p> <p>Mike Kilivris class set application is reviewed next– the book costs \$149.95 and it is planned to be used indefinitely. Lori recommended adding 5 extra books for all the class sets – Maritez agreed. Lori motioned to approve the class set purchase for Mike Kilivris; Terrill seconded; all in favor, no objections/abstentions. The application is approved.</p> <p>Deborah Bauer submitted application for OER Adopter for Speech 120 and 122. The cost for current book is over \$200 and \$65. Terrill motioned to approve Deborah’s application; Brandon seconded; all in favor, no objections/abstentions.</p> <p>Michelle McNeary’s application was reviewed and would like to create a reader and blend OER and ZTC. Nooshi said that all the reader will be available on Canvas for free. Brandon motioned to approve; Terrill seconded; all in favor, no objections/abstentions.</p> <p>The committee revised the application and discussed about the changes. Nooshi suggested making changes to the language to make sure that the department can ensure the work is in line with the objective of the courses. There was a discussion around adding a new category– to update existing ZTC materials (as Nooshi suggested). Nooshi motioned to approve the updated grant application; Lori seconded; all in favor, no objections/abstentions.</p> <p>Maritez went over the class set application and mentioned that the year of publication was something that committee wanted to input. Also, those who request for class sets were recommended to purchase additional 5 copies. There was another statement added that informed applicants that the OER coordinator would oversee the purchase of the textbooks. The application also would ask question if the class would be degree application or meets certain requirement (GE). Brandon motioned to approve the updated class sets application; Lori seconded; all in favor, no objections/abstentions.</p>	& vote
3:10	OER and ZTC Resources for Faculty	Informa-

	<ul style="list-style-type: none"> • Faculty-facing mini-website 2nd draft - Maricela, Brandon, and Maritez • Recruiting faculty to record videos talking about converting to ZTC • Accessibility support and resources needed - progress on student hires? • Library guides draft - Lori <p>Maritez informed that she is working with Brandon and Maricela are working on the website and they will go over it during the last meeting in May. She asked whether anyone is willing to send in their videos regarding ZTC experiences for the website. Maritez is working with Dr. Rogers to post the position for a student to help with accessibility and resources. Lori updated committee on library guides and shared it with everyone. Maritez and Nooshi thanked Lori and her team for putting everything together.</p>	<p>tional</p> <p>Discuss</p>
<p>3:25</p>	<p>LTC (Low Textbook Cost) Designation</p> <ul style="list-style-type: none"> • LTC cut-off price - student survey results - Jason, ASU input • Proposed LTC icons - Terrill and Maricela • Next steps  <p>Maritez shared with the committee that survey was administered and 340 students responded to it. The median came out to be \$25 and \$30 for cut off. The committee decided that the cut off price for LTC should be \$25 for now. Nooshi motioned to approve; Terrill seconded; all in favor, no objections/abstentions. Maritez and Dr. Rogers are working together with Kelly Schelin to get LTC designation onto the schedule for Spring start. Terrill and Maricela are working on the LTC icons - Maricela shared the icon she had so far - Nooshi said that 3rd and 4th could be a good option for the icon. Maritez and Perry said they would prefer 4th icon. Maritez suggested that the text “low” should be on top and “textbook” on the bottom. Perry suggested that the color could be changed on the icon. Maricela will present the finalized icon on the last meeting of the semester.</p>	<p>Discuss</p> <p>Vote</p>
<p>3:35</p>	<p>OER-Related Positions</p> <p>The Interim OER Coordinator (30%) and the OER Librarian (25%) positions are open until this Fri. April 15. Please apply!</p> <p>Maritez informed the committee that the interim OER Coordinator and OER Librarian is open and encouraged members to apply.</p>	<p>Informational</p>
<p>3:40</p>	<p>CCC Event</p> <ul style="list-style-type: none"> • Do we want to plan a local OER and ZTC event for next year? • 4CD symposium had: keynote, faculty panel, student panel, discipline-specific breakouts <p>Maritez asked the committee if they would like to plan an event - Nooshi said that we should have one this semester and Maricela and Brandon agreed.</p>	<p>Discuss</p>

3:45	<p>OER and ZTC Swag Plan our on-campus outdoor, masked swag event. Form an ad-hoc workgroup?</p> <p>Brandon suggested that the last meeting could be in-person and the event can be hosted on the same day. The event time suggested was after 4 PM. Maritez asked if anyone was willing to join the workgroup for the event – Maricela, Nooshi, Luanna, Terrill and Madison agreed to be part of the workgroup.</p>	Discuss
3:55	<p>Appreciations Madison thanked everyone for taking time to attend the meeting. Terrill and Nooshi appreciated Maritez for her contributions towards OER/ZTC. Maritez thanked Lori for her work as OER librarian. Maritez also thanked Shraddha for taking meeting notes.</p>	n/a
4:00	<p>Adjourn - Our last spring 2022 meeting is on May 3, 2-4pm.</p> <p>The meeting was adjourned at 4:10 pm.</p>	n/a