



CONTRA COSTA COLLEGE

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

Meeting Minutes

Date: Feb. 1, 2022 (1st Tuesdays) **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	<p>Welcome</p> <ul style="list-style-type: none"> - Maritez welcomed everyone to the first meeting of the year and Spring semester. 	n/a
2:01	<p>Confirm membership and welcome new members</p> <ul style="list-style-type: none"> - Maritez informed that Bashir, from NSAS Division will be moving to alternate and there is a voting seat open which will be taken by Jason Lau. - Perry was added as an alternate voting member to the NSAS Division. - Dr. Kimberly Rogers, Vice President of Instructions will replace Jason Berner who had a manager seat for OER. - Maritez also updated that Lhakpa Lama will not be part of the committee due to her educational commitments. 	n/a
2:10	<p>Approval of agenda</p> <ul style="list-style-type: none"> - Maritez went over the agenda with the committee members and it was reviewed by everyone. Nooshi motioned to approve the agenda; Terrill seconded; all in favor, no objections/abstentions. 	Vote
2:12	<p>Approval of the Dec. 7, 2021 meeting minutes</p>	Vote

	<ul style="list-style-type: none"> - The Committee members went over the meeting minutes from December 7, 2021. Jacki motioned to approve the meeting minutes; Nooshi seconded; all in favor, no objections/abstentions. 	
2:15	<p>Public comments</p> <ul style="list-style-type: none"> - No public comments were made. 	Informational
2:20	<p>Student Update - Madison and Meaghan</p> <ul style="list-style-type: none"> • Thank you, Madison, for agreeing to speak on the student panel at the district's annual OER and ZTC symposium on Feb. 11, 2022, 9am-12pm! • Recruit students to submit a short video to Maritez talking about the challenges faced with the cost of textbooks and/or how ZTC classes helped them. <ul style="list-style-type: none"> - Maritez thanked Madison for agreeing to be part of the student panel for OER and ZTC symposium. She added that she is looking to recruit students for a short video, speaking about challenges of textbook costs and how OER and ZTC classes have helped them. She asked Meaghan if she would be willing to make a video and she agreed. Meaghan also mentioned that Erica from ASU is interested to be part of the video. Maritez said that it would be good to have a diverse range of students in the video and will be visiting ASU to see whether more students are interested. - Nooshi suggested that Maritez could inform everyone teaching ZTC classes to announce it to their students through short blurbs. Maritez asked Nooshi if she wanted to help create the blurbs and Nooshi agreed. 	Informational Discuss
2:30	<p>Tracking ZTC Sections</p> <ul style="list-style-type: none"> • Maritez has requested Liz not roll over ZTC sections on the schedule and that the ZTC column be moved over next to the section column on the schedule spreadsheet. • Fall 2020: 24 → Spring 2021: 62 → Fall 2021: 80 → Spring 2022: 168 🎉👏 <ul style="list-style-type: none"> - Maritez went over the things discussed during the last meeting regarding the ZTC section on the schedule and Liz will make the suggested changes to the schedule. - Jacki asked if there is a section in the catalog that only shows the ZTC classes. Dr. Rogers said that it is something we could add to the flipbook. Nooshi said that it would be difficult to keep it accurate since there can be changes to the teachers teaching the class. Maritez shared her screen showing the "Schedule Search" page where students can input the subject they are looking for, which will show ZTC courses. She added that as a temporary solution, a page has been added to our college website that includes information about ZTC along with the list of all ZTC classes for the upcoming semester. - Nooshi asked whether it was possible to include an option for GE requirement courses in schedule finder and it would be helpful for students to see which 	Informational Discuss

	<p>courses they need, and if it falls under ZTC. Dr. Rogers said she will bring it up during the scheduling strategic enrollment meeting. Meaghan agreed with Nooshi's idea.</p> <ul style="list-style-type: none"> - Maritez shared a number of ZTC sections over the last few semesters: Fall 2020 - 24 ZTC sections, Spring 2021 - 62 ZTC sections, Fall 2021 - 80 ZTC sections and Spring 2022 - 168 ZTC sections. 	
2:40	<p>Tracking Student Savings (since Fall 2020) - Shraddha</p> <ul style="list-style-type: none"> - Maritez shared the student saving data to the committee member - In Spring 2021, we saved \$58,000 and Fall 2021, the savings went up to \$189,000. Now, we are saving \$378,000 and counting. 	Informa tional
2:45	<p>OER & ZTC Grants for Faculty and Departments</p> <p>1. Applications for the committee to review</p> <ul style="list-style-type: none"> ● Vern Cromartie - Sociology 245 ● Rebecca Clayton - class set of print books ● Sue VanHattum - requests 6-8 hours compensation for ordering books <p>2. Ideas for Spring 2022 advertisement of the grant program</p> <ul style="list-style-type: none"> - The committee reviewed the new applications from faculties. Vern Cromartie wants to create a reader to replace the textbook for Sociology 245, and will be doing the work on his own but will have two peer-reviewers. Nooshi asked if faculty should provide more details in regard to the course material they will be creating, and Maritez responded that it would be good to have that information in the application. Lori motioned to approve Vern's application; Nooshi seconded; all in favor, no objections/abstentions. - Maritez shared Rebecca's application for ESL. Nooshi said that this course could be used long-term and it's a good idea to make it ZTC. Terrill asked why there was a limit on the course material for 4 semester and Nooshi responded that sometimes new materials can come in, and it is possible that instructor might want to switch however, the goal is to continue using it. Jason motioned to approve Rebecca's application; Brandon seconded; all in favor, no objections/abstentions. - Sue VanHattum wanted to purchase 40 used copies and she took time over the break to find the books and is requesting to compensate 6-8 hours for purchasing books. Dr. Rogers had a question about purchasing an old textbook instead of new ones and Terrill responded that in math, it does not make much difference since the materials included in it are mostly the same. Dr. Rogers asked if there was possibility to go OER instead of ZTC - Terrill explained that would be 	Discuss & vote Discuss

	<p>the next step for Math Department. Jason questioned if a textbook can be used after 7 years, and since Sue's book is from 2011, would it still be usable? Terill added that it might be possible to use an older book as long as there is justification. Dr. Rogers said that she will speak to Karen about it and get back to the committee. Nooshi asked if this is something the department could cover since it is a service to the department. Terrill agreed that it would be a good solution to direct Sue to departmental funding and we can come back if there is a problem with it. Kathleen added that she agrees with Lori's point regarding OER vs. ZTC and that it is a good idea to have everyone turn into OER instead of compensating someone again. Terrill asked Maritez if Sue was compensated for the purchasing class sets. Maritez responded that there is no compensation given for purchasing class sets but in Sue's case, she wanted to find the version of the textbook so she did most of the work on finding it. Dr. Rogers stated that it has to be in writing so that faculty are aware of the process of reimbursement for additional compensation when they provide their time to find and purchase class sets for ZTC. Maritez asked if this is something that should be placed in the application - Dr. Rogers agreed with it and added that department chairs should also be notified so they are aware that the budget could come from their department. The committee decided to input information about additional compensation into the application.</p> <ul style="list-style-type: none"> - Maritez mentioned that she has been announcing about OER/ZTC in the meetings she attends, and wanted to check with committee if there are more ideas about advertising the grant program. Nooshi said that we could create a collage with all the faculty members who have created OER/ZTC materials and project it in an email or the meetings. Maritez showed the zoom background made by Miguel Astorga and that she has been giving it to the faculties who have completed their project. Jason added that if we could get list of programs that are up for review and send them an email that they have an option to switch to ZTC. Dr. Rogers said that she has the list and thanked Jason for the idea. Maritez thanked everyone for the ideas on advertising for the grant program. 	
3:00	<p>ZTC Pathways</p> <ul style="list-style-type: none"> ● Still waiting on the \$115 million state grant that colleges can apply for implementing ZTC pathways ● Which pathways do we want to begin converting to ZTC? <ul style="list-style-type: none"> - Maritez informed that we are waiting for more information from Chancellor's Office about \$115 million grant. - Maritez asked for ideas about ZTC pathways that would be most impactful. Nooshi said that GE requirements could be the starting point and something 	Discussions

	specific within Meta majors would be a good idea too. Meaghan suggested IGETC and CSU breadth certificate pathway.	
3:10	<p>OER and ZTC Resources for Faculty</p> <ul style="list-style-type: none"> ● Faculty-facing mini-website will be under construction this spring - Brandon and Maritez ● Accessibility support and resources for faculty ● Recruiting faculty to record videos talking about converting to ZTC ● Library guides draft - Lori 	<p>Informational</p> <p>Discuss & vote</p>
3:15	<p>LTC (Low Textbook Cost) Designation</p> <ul style="list-style-type: none"> ● Should we have an LTC designation at CCC? Ex: Moreno Valley College ● If so, what will the cut-off price be? The system average is \$40. ● If so, what would the icon look like? Exs: Chabot College and Palomar College 	<p>Discuss</p> <p>Vote</p> <p>Vote</p>
3:40	<p>Equity from the Start: A Regional OER and ZTC Symposium at 4CD</p> <ul style="list-style-type: none"> ● Fri. Feb. 11, 2022, 9am-12pm on Zoom. Register on GROW@4CD. ● Thank you Terrill Mead for representing CCC on the faculty panel! ● Agenda: <ul style="list-style-type: none"> ○ 9:00-9:05am: Welcome and Introductions ○ 9:05-9:50: Keynote “Beyond Cost Savings: Open Education, Equity, and Antiracism” with speakers James Glapa-Grossklag, Una Daly, and Maritez Apigo ○ 9:50-10:30: Faculty Conversations: Three faculty from 4CD campuses provide insights on their journeys to OER/ZTC. ○ 10:30–11:15: Student Panel: Students from 4CD campuses describe their trials with textbooks and inform faculty how they can help them succeed. ○ 11:15-11:45: Faculty Connections: Faculty break into groups by discipline/interest on getting started, finding materials, making it work, and Q&A. ○ 11:45-12:00pm: Closing - Maritez informed that Brandon and she will be working on the faculty-facing mini-website. Maricela offered to help with the website. - As per last meeting discussion, Nooshi had suggested that it would be a good idea to create internships or employment for our students to help with accessibility support and it would be cost effective. Maritez said that she spoke to accessibility specialist and she is willing to train the students about accessibility and how to support faculties around it. Meaghan shared her experience where Professor Ramirez had audio recording of the reading and she found that to be helpful and that students could help with something similar. Jason expressed his concern about having enough work or hours for the students. Dr. Rogers said that she will speak with Jason Cifra and George Mills about creating a job description for student hourly worker. - Maritez asked about ideas on recruiting faculties to create a video, sharing their experience converting to ZTC. Brandon and Jason said that an interview or set of questions would allow for more feedback. Maritez said that she could 	<p>Informational</p>

	<p>reach out to those who have completed the projects or are working on them and schedule zoom meeting - interview style. Terril and Nooshi suggested some of the question that could be included in the interview for the video.</p> <ul style="list-style-type: none"> - Lori updated that they will be making some changes to lib guides - one of them being OER, adding the website and list of courses. - For Low Textbook Cost, Meaghan shared that \$30 would be a good cut off price and Madison said \$60 should be the maximum for used textbook. Terrill said he asked his department about LTC and something around \$25-30 would be a good price. Jason said that it would be difficult to have a lower price for lab manuals. Maricela agreed with Jason that LTC is more discipline specific and she suggested surveys - it could include questions regarding separate disciplines and how much students are willing to pay. Nooshi suggested that the surveys could be posted on canvas by the professor. - For the icon, Lori said the word "low" should be included. Brandon added that taking a dollar sign off and adding the low might be less confusing for the students. Meaghan said that having "low cost" would be a better phrase instead of "low". Perry said if it was possible to change the color scheme for LTC and ZTC. Maritez said that it would be a good idea to provide cost transparency for our students. - Maritez thanked Terrill and Madison for volunteering to represent CCC on the panel during the OER and ZTC Symposium. She shared the agenda for the Symposium. 	
3:45	<p>OER and ZTC Swag update -</p> <ul style="list-style-type: none"> ● Maritez has received the order of t-shirts, hoodies, mugs, and stickers. Student artist: Miguel Astorga ● How should we distribute the swag given Omicron times? <p>- Maritez showed the OER/ZTC swags to the committee and asked about ways to distribute them to faculty - the committee members expressed their ideas about it.</p>	Discuss & vote
3:55	<p>Appreciations</p> <p>- Terrill appreciated Meaghan. Brandon thanked Perry and Jason for contributing new ideas. Kathleen thanked Shraddha for the meeting notes. Lori thanked everyone for their input, and Maritez for leading the project. Meaghan thanked everyone on the committee.</p>	n/a
4:00	<p>Adjourn - Our next meeting is on Tues. March 1, 2-4pm.</p> <p>- The meeting was adjourned at 4:03PM.</p>	

Chat

14:01:19 From Maritez Apigo to Everyone:

Agenda:

<https://docs.google.com/document/d/1G94B1F-iDwDe-qDE146YnTWWspG2b3PIkkiugSzmvGg/edit?usp=sharing>

14:01:36 From Maritez Apigo to Everyone:

Minutes:

<https://docs.google.com/document/d/1rfQVucYAiOwFFY-LWr7b3sxFPiBglubjffiy9w82rHw/edit?usp=sharing>

14:02:43 From Jacki's iPhone to Everyone:

Hi, everyone

14:08:12 From Maritez Apigo to Everyone:

Minutes:

<https://docs.google.com/document/d/1rfQVucYAiOwFFY-LWr7b3sxFPiBglubjffiy9w82rHw/edit?usp=sharing>

14:18:51 From Terrill Mead to Everyone:

230

14:18:51 From nooshi borhan to Everyone:

168

14:18:52 From Jason Lau to Everyone:

112

14:18:52 From Kimberly Rogers to Everyone:

112

14:18:53 From Brandon Marshall to Everyone:

101

14:18:55 From Maricela Ramirez to Everyone:

105

14:18:56 From Meaghan Yarnold to Everyone:

125

14:18:57 From Perry Aliado to Everyone:

100?

14:18:58 From Kathleen Donlan to Everyone:

162

14:19:00 From Jacki's iPhone to Everyone:

114

14:19:23 From Perry Aliado to Everyone:

YAY!

14:25:45 From Kimberly Rogers to Everyone:

Enrollment varies widely. Between 15-37 from fall 2019-fall 2021.

14:40:38 From Maritez Apigo to Everyone:

Hi Mary!

14:48:16 From Maritez Apigo to Everyone:

Hi Madison!

14:49:27 From Madison Tan to Everyone:

Hello! Sorry im late, I was driving home!

14:49:40 From Maritez Apigo to Everyone:

No problem, glad you could join us!

14:49:49 From Terrill Mead to Everyone:

Hi Ponyo!

14:53:56 From nooshi borhan to Everyone:

The OER/ZTC Committee will provide funding for a class set. If other costs are anticipated for this project, the applicant is encouraged to discuss those with their Department Chair prior to engaging in the project. [or something like that!]

14:54:05 From Terrill Mead to Everyone:

For the class set application: The purchase of a classroom set funding does not include compensation for faculty time spent obtaining or managing the set.

14:54:23 From Terrill Mead to Everyone:

Nooshi's is better, as always.

14:54:43 From nooshi borhan to Everyone:

@ Terrill: Not true!

14:57:31 From Meaghan Yarnold to Everyone:

Cuuuuuute!

14:58:15 From Terrill Mead to Everyone:

It's awesome!

14:59:17 From Lori Brown to Everyone:

Look at Departments that have not submitted for ZTC- and attend Department Meetings

15:01:59 From Maricela Ramirez to Everyone:

What are the golden four? I can guess two of them...

15:02:01 From Lori Brown to Everyone:

I agree with the General Ed

15:03:29 From Kimberly Rogers to Everyone:

I'm also thinking Guided Pathways/meta-majors

15:04:06 From Meaghan Yarnold to Everyone:

If we're looking at specific courses- History! Those books are expeeeensive!

15:04:17 From Maritez Apigo to Everyone:

Those are more pathways.

15:05:31 From Meaghan Yarnold to Everyone:

For general pathways, IGETC and CSU Breadth certificate pathways

15:07:31 From Maritez Apigo to Everyone:

Zoom background to download:

https://www.canva.com/design/DAE174ddWEk/sSmH5NUL9IPVf5vdQi7hYw/view?utm_content=DAE174ddWEk&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton

15:07:31 From nooshi borhan to Everyone:

Regarding the last item on the agenda, maybe we can have departments look at the degrees/certificates they offer and see if any of those can be ZTC or what's missing to get them completed to be a ZTC degree/certificate?

15:07:54 From Maritez Apigo to Everyone:

Nooshi, that is done already.

15:08:02 From nooshi borhan to Everyone:

Oh good! You're ahead of me 😊

15:08:12 From Maricela Ramirez to Everyone:

If you all need help, let me know. I may be able to offer some help this semester.

15:08:20 From Meaghan Yarnold to Everyone:

Nooshi I think Studio Art counts as ZTC by default

15:08:46 From Kimberly Rogers to Everyone:

In an ideal world, I would love to be able to promote fully online, ZTC degrees.

15:13:44 From Kimberly Rogers to Everyone:

We do now have a Career Center Coordinator

15:13:48 From Kimberly Rogers to Everyone:

Catherine Fonseca

15:14:29 From Kimberly Rogers to Everyone:

Let's chat with Jason Cifra and George Mills and see if we can create a job description for a student/hourly worker to assist with this.

15:20:07 From Maricela Ramirez to Everyone:

I keep hearing people use the word "silos" a lot lately. Pushing collaboration, too, may be the solution.

15:20:55 From Maritez Apigo to Everyone:

What questions do you want me to ask?

15:21:54 From Jason Lau to Everyone:

What was a rewarding experience from working on an OER?

15:22:15 From Maricela Ramirez to Everyone:

What was the part you thought would be challenging? And was it?

15:23:01 From Terrill Mead to Everyone:

How did your students respond to the OER/ZTC content?

15:23:05 From Kathleen Donlan to Everyone:

Sorry, I am taking a phone call I will be back in a minute

15:23:37 From Terrill Mead to Everyone:

Did you find that you were able to engage with more students using free resources?

15:23:38 From Lori Brown to Everyone:

Why did you decide to do OER/ZTC project

15:29:25 From Perry Aliado to Everyone:

I agree with Terrill re: \$40 being too high

15:29:47 From Lori Brown to Everyone:

Would LTC include Readers or could most of those be PDF

15:29:55 From Meaghan Yarnold to Everyone:

Woo! yes Mr. Mead!

15:29:58 From Maritez Apigo to Everyone:

Yes, it would include readers.

15:30:44 From Terrill Mead to Everyone:

Also, courses that require several books should total less than \$30.

15:31:23 From Maritez Apigo to Everyone:

Lori, are there chemistry OER lab manuals?

15:34:14 From Meaghan Yarnold to Everyone:

Offer extra credit and we'll all respond lol

15:38:26 From Lori Brown to Everyone:

I do see a few manuals, homework, games ... chemistry is broad such as biochem, I will add manuals to the curated list. Will have to review them a little more to see how robust they are

15:38:42 From Maritez Apigo to Everyone:

Thanks, Lori!

15:40:10 From Jason Lau to Everyone:

I'll check out OpenMath as well and see their chem section

15:43:22 From Mary Hernandez, CCC Nursing Dept. to Everyone:

Could one of those icons be a link to click on for more information in a digital format?

15:43:32 From Kathleen Donlan to Everyone:

That's a good idea Perry

15:44:27 From Kathleen Donlan to Everyone:

Purple might be nice

15:45:23 From Maricela Ramirez to Everyone:

Agree with Perry

15:46:46 From Kimberly Rogers to Everyone:

I have to prep for a 4pm. It's been nice spending this time with you. I'll see you in March.

15:47:49 From Jason Lau to Everyone:

I kind of prefer this family of icons

https://tamut.edu/academics/Online-Education/LCNC_Textbooks.html

15:49:26 From Mary Hernandez, CCC Nursing Dept. to Everyone:

This one is easier for me to view.

15:51:05 From Madison Tan to Everyone:

i'm excited!

15:51:07 From Mary Hernandez, CCC Nursing Dept. to Everyone:

This symposium is an excellent idea! I am looking forward to attending.

15:52:16 From Mary Hernandez, CCC Nursing Dept. to Everyone:

I am going

15:52:32 From Perry Aliado to Everyone:

I might go, now the I'm aware of the event =)

15:53:31 From Madison Tan to Everyone:

so cool!

15:53:52 From Madison Tan to Everyone:

Do we get one?!

15:55:08 From Madison Tan to Everyone:

I'm okay with coming to pick it up!

15:55:17 From Mary Hernandez, CCC Nursing Dept. to Everyone:

Can we buy them? We could have a day/time/location where one or two of us distribute them. I would help with that.

15:56:06 From Maricela Ramirez to Everyone:

I live near you 😊

15:56:18 From Mary Hernandez, CCC Nursing Dept. to Everyone:

I am in the AA building 4 days per week, most weeks. I could be available to hand out.

15:56:19 From Meaghan Yarnold to Everyone:

Drive-by T-shirt cannon!

15:56:35 From Perry Aliado to Everyone:

I see a kitty

15:56:46 From Brandon Marshall to Everyone:

ZTC Spring Break! T-shirt canon and all!

15:57:05 From Lori Brown to Everyone:

I can send postage...

15:57:31 From Mary Hernandez, CCC Nursing Dept. to Everyone:

Even better!

15:58:18 From Perry Aliado to Everyone:

Can even new folks get a tee shirt?

16:00:27 From Maricela Ramirez to Everyone:

Bye everyone!

16:03:55 From Mary Hernandez, CCC Nursing Dept. to Everyone:

You are all awesome--its so amazing we have people that care so much!

16:03:57 From Madison Tan to Everyone:

I have to go, I would like to say thank you to everyone!