



CONTRA COSTA COLLEGE

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

Meeting Minutes

Date: March 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	Welcome Maritez welcomed everyone to the meeting.	n/a
2:01	Approval of agenda Maritez went over the agenda with the committee members. OER and ZTC Resources for Faculty and Low Textbook Cost (LTC) Designation was moved up so everyone can review it together. Grant applications were pushed back. Nooshi motioned to approve the agenda as amended; Brandon seconded; all in favor, no objections/abstentions.	Vote
2:05	Approval of the Feb. 1, 2022 meeting minutes Brandon motioned to approve the meeting minutes; Terrill seconded; all in favor, no objections/abstentions.	Vote
2:10	Public comments No public comments were made.	Informational
2:15	Student Update - Madison and Meaghan <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. 	Informational Discuss

	<p>Maritez asked Madison and Meaghan if they wanted to provide any updates regarding OER and LTC. Madison mentioned that she enjoyed speaking at the Panel. Maritez thanked Madison and Terrill for participating on the panel.</p> <p>Maritez informed that she has received two videos from Erika and Meagan – she asked the committee members to check with their students if anyone is willing to submit a video talking about OER/ZTC. Terrill said he will reach out to his students from his ZTC classes and few of them might be interested. Kathleen said she is willing to check with her students. Maritez thanked Terrill and Kathleen.</p>	
<p>2:25</p>	<p>ZTC Pathways Grant Update on the \$115 million state grant for colleges to implement ZTC pathways: “California 2-Year Colleges to Begin \$115M OER Experiment” by Suzanne Smalley All 4CD colleges will apply for \$20,000 for the planning phase.</p> <p>For ZTC pathways grant, Maritez informed that we are waiting on update from state about it – she said that the deadline was missed by Chancellor’s office to distribute the money, but they will be accepting grant applications starting this month. It will be given out in phases – First phase is planning and all colleges in the district will be applying for it.</p>	<p>Informational</p>
<p>2:30</p>	<p>OER and Articulation - Guest: Najia Azizi, CCC Articulation Officer</p> <p>Maritez welcomed Najia. Najia thanked Maritez and spoke about OER in terms of articulation. She mentioned that there are specific statements when it comes to CSU’s GE and UC’s IGETC in terms of transferability. She said that OERs are okay if they are stable, which means the reading materials if provided in form of online resources should not change constantly and will be continued for a longer period of time – she provided an example with textbook, which is not changed over time but the core part of it stays the same despite the new editions and revisions. She also added that it is necessary to be transparent with the course outline – the textbook needs to correspond with the course outline and it is necessary to put one published textbook (along with OER).</p> <p>Nooshi asked about ZTC packets and if it is okay to put books used to create the packet and list that in the outline. Najia answered that there should be a textbook but in addition to that, if materials are taken from different materials, that can also count as stable content – there can also be a stable link as long as it will meet the course outline. Nooshi added about the process of creating ZTC materials or drawing from OER to create equity-minded courses, and this can create articulation issues at times and how this can be addressed. Najia added that there are conferences where CSU and UCs usually determine the changes – the process can be slow with OER given that it is new – she said she will bring it to the next articulation meeting to see how this can be addressed. Nooshi suggested if the OER committee can add a step to check with articulation when someone switches to OER.</p>	<p>Informational</p>

	<p>Maritez thanked Najia for providing this information. She asked about the seven years expiration rule and how that works with OER and commercial textbooks. Najia responded that one of them should be within the 7 years period.</p> <p>Terrill asked while using Openstacks textbooks, “would it be recommended to add published textbook in the outline”? Najia said it would be a good idea to have two textbooks – OER and a regular hardcopy textbook. Terrill thanked Najia.</p> <p>Kimberly said that she will speak more about content review during the council of chair meeting.</p> <p>Maritez thanked Najia for coming to the OER meeting and answering queries everyone had regarding articulation.</p>	
<p>2:40</p>	<p>LTC (Low Textbook Cost) Designation</p> <ul style="list-style-type: none"> • LTC designation cut-off price - Jason’s student survey, ASU input • Proposed LTC icons: • Next steps  <p>Maritez mentioned that the cutoff price had not been decided yet. She went to ASU to speak to students about the price that they considered to be a good cutoff price and she shared students considered \$15-\$25 would be low – average of \$20. Madison said she considered \$25 as low and based on what other students in ASU had to say, the range between \$15-\$25 would be a good low textbook cost.</p> <p>Jason shared his student survey. He made a google form that listed two questions – one with, 3-unit course with no lab and another, with 5-unit course with lab and how much student would be willing to pay. Maritez asked if there were any feedback from committee members about the survey. Terrill said he liked the idea and added that \$20-25 is a good cut-off range. Brandon said if it was possible to have unit-based price or should there be one specific price. Nooshi said that the survey would be a good idea for classes with a lab component, but it could be different for other divisions – having one number for all might be a good idea. Jason said that we should ask students given the variety of classes. Maritez said that the state is trying to find a common cost for LTC. Kathleen said that 40\$ seemed too high for the low-cost textbook. Maricela added that as an adjunct she was not sure how much the price was for the textbook she would want to include in her course. Maritez said that we should be disclosing cost of new textbooks for the students from the bookstore or publisher.</p> <p>Maritez summarized based on the discussions committee members had that if we get the survey out to the students, we will want it to be student-friendly and have one question instead. The committee members discussed the possible survey questions and came up with one, “What is the price of a LTC class?” Maritez thanked Jason for starting the survey. She said she will try to find a way to get the survey out to the students.</p> <p>Maritez asked if there were preferences with what icon members would want in the schedule finder. Brandon said the red one stood out and Maricela and Nooshi said that there should be text (low) included in the icon, we could go with the red one. Perry and Kathleen agreed that the text “low-cost textbook” should be included so it is easier to comprehend what the icon means as it can be confusing at the first glance. Brandon</p>	

	<p>said with the color being red, it could be problematic for color blind. Maricela asked if it was possible to have two colors. Brandon mentioned that the ZTC icon does not have text but when mouse is placed on it, the text pops up.</p> <p>Nooshi agreed to what Maritez said – the key to the icon could be how it is being advertised with the students, so they have an idea of what to look for when they are scheduling classes for upcoming semester. Maritez asked Maricela if she would be interested in designing the LTC icon. Terrill and Maricela agreed to work on the design.</p>	
<p>3:05</p>	<p>OER and ZTC Resources for Faculty</p> <ul style="list-style-type: none"> ● Faculty-facing mini-website progress update - 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, Brandon and Maricela shared different sections they worked on for the first draft of the faculty-facing mini website and what it incorporates. Brandon said that faculty testimonials are important to inspire other faculty to get started on OER for their class. Maritez shared the link with committee members to share/comment their feedback on what was shared. As feedback was shared, Maritez added it to the draft (google doc) so that they can be reviewed.</p>	<p>Discuss & vote</p>
<p>3:20</p>	<p>OER & ZTC Grants for Faculty and Departments Applications for the committee to review</p> <ul style="list-style-type: none"> ● Karina Gill - HUM 120 - ZTC Compiler ● Maricela Ramirez & Leslie Allums - ENGL 1AX - Blended OER & ZTC ● Randy Watkins - CIS 135 - 4 class sets ● Mike Kilivris - PHILO 130 - class set ● Agustin Palacios - LARAZA 113 - class set <p>The committee members went over the new applications. Karina Gil requested for 40 hours and will be coming up with digital reader for HUM 120. Maritez asked if committee members had any questions about it. Maricela said that if the project will require more time, will there be compensation provided? Maritez said that for this course, she is revising and expanding the reader. Brandon motioned to approve Karina Gill's application; Maricela seconded; all in favor, no objections/abstentions. Maricela Ramirez and Leslie Allums application were reviewed next. Brandon said that it would make a great difference for students since many of the students register for English 1A. Terrill motioned to approve Maricela and Leslie's application; Kathleen seconded; all in favor, no objections/abstentions. Randy Watkins' application was reviewed, and he is requesting for books for his Intro to Computers book. Perry mentioned that it would be a good idea to use old version depending on computer and programs that is being used – Maritez said that is a question for Randy Watkins. Maricela asked, given that software is updated frequently, would the tech book be used indefinitely? Nooshi, Brandon and Jason agreed whether it can be used indefinitely. Maritez said that we have spent half of the</p>	

	<p>allocated amount to go towards OER/ZTC projects and we had only allocated 20,000 for the class sets initially. Brandon said that it might be expensive but \$8,624 would be a good option compared to \$25,193 but might need further information. Kathleen said if it was possible to ask questions and agrees with Brandon. The committee members agreed to get more clarification about the application before approving it. Jason added that it is an interesting question whether to allocate money to smaller classes or to one class with expensive books. Mike Kilivris and Agustin Palacios' application was reviewed by committee members and both applications were for class sets. The committee decided to review the application for Randy Watkins, Mike Kilivris and Agustin Palacios' during the next meeting after clarifying some of the questions with the professors.</p>	
3:40	<p>OER and ZTC Swag Swag pick-ups on campus - Maritez will drop off swag on Mon. Mar. 14 for Mary, Maricela, Brandon, Miguel, and anyone else?</p>	Discuss
3:50	<p>Rescheduling our next meeting - Will Tues. April 12, 2-4pm work? Maritez asked if everyone was in favor to reschedule the meeting to Tuesday, April 12 instead. Most of the committee members stated that they were okay with it. Jason said he might not be able to make it.</p>	Discuss
3:55	<p>Appreciations Maritez thanked everyone for attending the meeting.</p>	n/a
4:00	<p>Adjourn Meeting was adjourned at 04:05 PM.</p>	n/a