

Textbook Affordability Subcommittee Report for ASGC Meeting of 8 April 2021

Update on Subcommittee Membership

- As of the date of the report, we are still seeking division reps from: Humanities and Social Sciences; Business, Design, and Workforce; Counseling; KAD
- Will revisit this in the Fall semester

Website

- New web presence: [TAS website](#) on the Academic Senate page. Current LibGuide will be turned into the resources page; changes will be made over the next few months
- District ZTC page is still being built—should be ready to launch by the end of the month

District-wide OER/ZTC Events

- Board of Trustees Meeting on 14 April will have a study session on OER/ZTC efforts across the district
 - Showcasing work that each college has done individually and collectively in the last few years
 - Looking for increased resources and support across the District
- April Flex Day, 1-2:30pm: student panel on the cost of course materials and their experiences with OER.

Listing of Summer and Fall Courses as ZTC

- Make sure to get your course material adoptions for Summer and Fall in to Jai and your division assistant on time
- Promote your course as either being 'Zero Textbook Cost' (ZTC) or 'Low-Cost OER'
 - See the information on the next page to learn how to do that.
- If you have questions about any of this, please reach out to:
 - Textbook Adoption: Jai Kumar
 - Open educational resources: Sarah Harmon
 - Integrating materials into your Canvas shell: Allison Hughes



Meetings and Newsletters

- Next newsletter will be April/May.
- Next meeting is 27 April, 11am-12noon. See Sarah for the Zoom link.
 - Final revision of April/May newsletter
 - Goals/ideas for the next academic year

Summer and Fall 2021 Textbook Adoptions and OER

Each semester, faculty are asked to submit their textbook adoptions in a timely manner--and it is time to do this for Summer 2021 and Fall 2021 terms. Additionally, we need to make sure that if you are using open-source and free materials for your courses, that they are ready for dissemination to your students--meaning, are they in compliance with copyright laws, and are they accessible. And we need to market these courses on WebSchedule as soon as possible, because we know that students are looking for these courses!

Submitting your textbook adoption

Please do one of the following options to submit your textbook order:

- You can submit your adoptions via the Bookstore's [Faculty Adoption page](#).
 - If using an OER, please use the 'Add Book' tab to give as much information as possible. In lieu of the ISBN, please put in the URL where the material can be found.
- You can email Jai Kumar (kumar@smccd.edu) with your information. Please include for each course:
 - CRN
 - Course and section
 - Title, author, and edition of text
 - If using OER that is available online, please add the URL. Please also include any other information that you can about your resource.
 - If you're using Inclusive Access for any of your publisher materials, please state that.
- You can use the PDF form that Jai sent us before Spring Break via email.
 - If you're using OER, then please indicate that on the form, giving as much detail as you can.

What if I'm using an open-source (OER) material or a series of open-source/free materials?

Step 1: Let Jai know

You have ways of indicating this on any of the above-mentioned methods of reporting your adoption. If you are using a series of open-source materials, then please indicate that to Jai as soon as you can via email. This is so that your materials can be verified that they do not infringe on copyright laws, or are indeed open-source.

Step 2: Let your division assistant know

Next, you need to let your division assistant know that you're using these materials, so that your course can be labeled in WebSchedule accordingly.

- If you are using all free and/or open-source materials, then your course will be labeled ZTC (zero textbook cost).
- If you are using an open-source textbook and an additional material (e.g. lab kit, homework platform) that is \$40 or less, then your course will be labeled at Low-Cost OER. (If you don't know how much your materials cost, contact Jai.)

Please email your division assistant, copying Sarah Harmon (harmons@smccd.edu), to let them know. Your division assistant will input that information into Banner, which will then display it correctly on WebSchedule. Sarah will follow up with you at the beginning of the semester to collect a list of what you're using.

Step 3: Let your students know

Finally, don't forget to put it on your syllabus that your course is using OER, especially if it is ZTC. Students are looking for that information, and we need to be transparent to them about the course. We also need to work these materials into our Canvas course shells, ensuring that students have instant access to them once the course is opened.

Important note: If your course uses no materials at all, it cannot be labeled as 'ZTC'.

Deadlines

Please respect the following deadlines! If there are changes, let Jai know immediately.

- Summer 2021: Adoptions are due **April 9th**.
- Fall 2021: Adoptions are due **April 19th**.

These dates are crucial to ensure the best pricing on publisher materials, as well as to allow time to verify OER materials.