

Textbook Affordability Subcommittee Report for ASGC Meeting of 13 May 2021

Update on Subcommittee and Membership

- The group agreed that we'll keep our meetings next year to the 4th Tuesday of the month—works best with the Participatory Governance Calendar—but we'll work out the best time.
- We're hoping to get membership from all divisions next academic year—hopefully having a different time slot on Tuesdays will get more participation.

April Board Report, April Flex Day Event, and Next Steps

- The [report](#) was well-received, with many comments from Trustee Petrides, Trustee Pimentel, and President Nuris.
- The April Flex Day student panel on the impact that course material cost has on students went very well; we had 5 students from all 3 campuses participate, and about 25 faculty who came to the session.
 - #1 overall message from the students: While at times for some disciplines the publisher materials are superior, most of the time the OERs are as good or better
 - #2 overall message from the students: The financial impact of course materials is real—both for them and for their colleagues. They are looking for OER/ZTC courses!
- We're using that momentum to launch more district-level support for all things OER/ZTC. This could include district support for shared library e-resources, coordination of programs and grants, and more.
- Revisiting the 2017 Skyline OER Resolution is a key piece—all 3 local senates need to work on this together, thereby forming a potential DAS resolution, which then would lead to a potential Board Policy/Administrative Procedure on support for OER/ZTC adoption.
 - We'll be looking at this again in the fall, with the goal of making a Cañada version of it.
- Having an Early Adopter program of our own is also key—see below.

Early Adopter Program

- [Skyline's Early Adopter Program](#) came out of their grant work in 2017; it has since been institutionalized.
- The TAS is looking to take that program and copy it—albeit modified.
- Sarah and Dean David Reed brought this to the iDeans Meeting on 3 May, so that deans can help to support faculty in this endeavor.
- First phase: Adoption Awards (\$500 for 1 faculty/1 course)
- If approved by the Senate, we would like to move forward with this in Fall 2021, with an additional round in Spring 2022 and Summer 2022. (See attached draft of proposal and application.)
 - 3-5 instructors per term
 - Each instructor would meet with Sarah 3 times/term to work on the project
- Summer 2021: ASLT had some funding to devote to this, and we have identified 2 instructors who will do this work in June.
- ASLT and TAS will work together on the next round of Program Review to create an official budget, so that we can get this program institutionalized and funded on a larger scale.
- Ultimate goal: To expand this program and get continued and increased support for all faculty who wish to adopt, remix, or author OER.

Listing of Summer and Fall Courses as ZTC in WebSchedule

- 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 September/October
- Next meeting is 27 September, time TBD. See Sarah for the Zoom link.

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.

You should have done this when you submitted your textbook adoptions—if you didn't, please do so as soon as you can!

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.

Some easy solutions to this:

- You can go into WebSMART, and click on the Faculty Services tab. From there, click on Faculty Website and Syllabus. You can put a direct link to a website that explains the course, or you can include plain text to describe the course. This shows up on WebSchedule!
- You can use your department website to showcase information about various courses, including any sections that may be listed as either ZTC or Low-Cost OER
- In any promotional materials that you use for your courses or program, make sure to list sections that are OER/ZTC friendly.

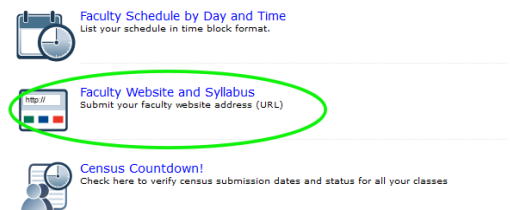


Figure 1: The 'Faculty Website and Syllabus' link in WebSMART

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

Cañada College Textbook Affordability Subcommittee

ZTC Early Adopter Program

How to get involved

To increase ZTC course adoptions and encourage faculty exploration and innovation in finding new, better, and less costly ways to deliver quality learning materials to students, Cañada College's Textbook Affordability Subcommittee is providing professional development support and incentives for faculty **to convert courses currently using traditional textbooks to use ZTC material**. In addition to supporting adoption of ZTC by individual instructional faculty, the award **encourages scaling of ZTC adoptions in order to impact a significant number of students**. It is noteworthy that:

- The incentive awards are over and above compensation for base and overload (when applicable) Faculty work assignments
- All awardees must utilize materials associated with awards in teaching assignments for their course.
- Faculty may only receive one award per course.
- The initial determination regarding approval of ZTC Early Adopters Program applications shall be made by the ZTC Task Force.

Eligibility

This award is available to all instructional faculty (full-time and adjuncts) at Skyline College. Full-time and adjunct faculty are eligible to submit an application under any category.

To Apply

1. Review the information in the application form for selected Category (1, 2, or 3).
2. Complete all sections of the application form.
3. Sign the form and obtain the signature of the Dean of the Faculty.
4. Submit your application to Sarah Harmon (OER/ZTC Coordinator; harmons@smccd.edu) and David Reed (ASLT Dean; reedd@smccd.edu)

ZTC Early Adopters Program Categories

CURRENTLY AVAILABLE: Category 1: Adoption of Existing ZTC and/or OER Material

This includes the identification of existing ZTC and/or OER materials that would be suitable for the course under consideration; reviewing those materials to ensure they are in line with course outcomes and student success, and have the quality and rigor to maintain the integrity of the course; and selecting and adopting the ZTC or OER Material. The award for Category 1 is \$500 per Faculty for a single course.

Pending Budget Availability: Category 2: Revision or Remix of Existing OER Material and/or Creating New Supplement Material

Revise or remix results in to new OER Material. Examples of this would include editing existing chapters, adding new materials from other sources, removing sections not appropriate, bringing together several openly licensed sources, etc. Creating New Supplemental Materials to augment an adopted OER also results in new OER material. Examples of this would include creating test banks, PowerPoint presentations, videos, images,

lectures, lab manuals, and other supplemental materials. The amount eligible for the Revise/Remix Category 2 is \$1000 per Faculty for a single course.

Pending Budget Availability: Category 3: Authoring of New OER Material(s) as primary course resource (e.g., textbook replacement, custom reader)

Create substantially new OER material where it is demonstrated that quality OER resources are not currently available to meet learning objectives. This includes the work involved in writing, developing, creating open textbooks and, if applicable, accompanying supplemental materials such as test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials. The amount eligible for OER Authoring Category 3 is \$3,000 per Faculty for a single course.

Proposal Evaluation Criteria

CURRENTLY AVAILABLE: Category 1: Adoption of Existing OER Material

- Replacement of a traditional textbook with OER. After the project, the costs for printed version of resulting OER materials cannot exceed \$40, with a lower cost preferred.
- Demonstration of collaboration with program chairs and deans as well as other course faculty, and/or other available college support, in developing the proposal.
- Expertise in the course content.
- Project narrative and goals clearly defined.
- Timeline of Project plan and implementation.
- Assessment plan and methodology clearly defined.
- Documented level of support for adoption of the new OER material(s) by the proposing Faculty member and those teaching other sections of the course.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment course preferred.

Pending Budget Availability: Category 2: Revision or Remix of Existing OER Material and/or Creating New Supplement Material

- Intent to revise/remix existing OER materials and supplements. After the project, the costs for printed version of resulting OER textbook materials cannot exceed \$40, with a lower cost preferred. Or,
- Creation of Supplemental Materials to augment existing OER Content. All materials must be uploaded and made available to students when appropriate.
- Demonstration of collaboration with program chairs and Associate Deans as well as other course Faculty and/or other available College support in developing the proposal.
- Expertise in course content.
- Experience in developing supplemental course materials preferred.
- Project narrative and goals clearly defined.
- Timeline of Project plan and implementation.
- Assessment plan and methodology clearly defined.
- Plan for updating and keeping course material current.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment or General Education course preferred.

Pending Budget Availability: Category 3: Authoring of New OER Material(s)

- Intention to replace a traditional textbook by authoring new OER Content. After the project, the costs for printed version of New OER materials cannot exceed \$40, with a lower cost preferred.

- All created materials created must be uploaded and made available to students when appropriate.
- Demonstration of collaboration with program chairs and Associate Deans as well as other course Faculty and/or other available College support in developing the proposal.
- Expertise in course content.
- Experience in developing supplemental course materials preferred.
- Project narrative and goals clearly defined.
- Timeline of Project plan and implementation.
- Assessment plan and methodology clearly defined.
- Plan for updating and keeping course material current.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment or General Education course preferred.

Deliverables and Outcomes for Grant Recipients

- Course map including SLOs, course modules, and URLs for all ZTC and OER adopted course materials
- Publication of authored OER(s) with an open (Creative Commons) license in an open, editable format (e.g., Pressbooks).
- Storage of the OER in an open repository (e.g., OER Commons or LiveBinder).
- Created and remixed OER will follow the guidelines in the BC Open Textbook Accessibility Toolkit.
- Participation at ZTC and/or OER workshops or seminars during the project.
- Sharing of experiences with the Cañada College teaching and learning community.

Participation Requirements

If selected, awardees will commit to the following:

- Meet with the ZTC/OER Coordinator (Sarah Harmon) at the beginning, middle, and end of the project. These meetings ensure finalization of the project plans, sharing of best practices, and addressing of barriers to student success. .
- Awardees under Category 2 and Category 3: Revision or Remix of Existing OER Material and/or Creating New Supplement Material and Creation and Development of a New OER Material(s) will keep time logs recording date, time, and activity for work related to the award.
- Teach the course using ZTC and/or OER in all assigned sections.

The College will provide the awardees with the needed support to help develop and implement their projects through activities such as but not limited to:

- ZTC/OER discovery and curation
- Kickoff meeting – Review of awardee requirements, awardee support services, program timeline, and next steps.
- Face-to-face workshop(s) and training, including the require meetings with the ZTC/OER Coordinator
- Working with other support faculty and staff as the materials are implemented into the course. This includes our Librarians, Instructional Technologist, and other district support staff as necessary.
- All work produced will be shared under an open Creative Commons Attribution 4.0 license and will be made accessible to the public through Cañada College OER Commons Hub/LiveBinder (TBD).



ZTC Early Adopters Program

CATEGORY 1 PROPOSAL APPLICATION—ADOPTION

Cañada College is committed to improving access and educational success for our students. Cañada College is seeking proposals for high-impact projects that support the use of open educational resources (OER) or Zero Textbook Cost (ZTC) materials as an alternative to traditional published textbooks. The focus of the ZTC Early Adopters Program is to increase the number of open textbooks and electronic Cañada Library resources used at Cañada College in an effort to reduce students' costs associated with textbooks and help address college affordability for students. Please use this form for proposals that focus on adoption of an existing OER/ZTC to replace a traditional textbook.

Project Description	
Category 1: Adoption of ZTC/OER course materials	
This includes the identification of existing ZTC and/or OER materials that would be suitable for the course under consideration; reviewing those materials to ensure they are in line with course outcomes and student success, and have the quality and rigor to maintain the integrity of the course; and selecting and adopting the ZTC or OER Material. The award for Category 1 ZTC/OER Textbook Adoption is \$500 per Faculty for a single course.	
Contact Information	
Applicant Name:	
Full Time/Adjunct:	
Email Address:	
Telephone:	



Proposal Evaluation Criteria Category 1: Adoption

- Preference given for adoption of OER material and replacement of a traditional textbook with OER.
- Analysis of anticipated cost savings to students. High-enrollment course preferred.
- Expertise in the course content. Project narrative and goals clearly defined.
- Assessment plan and methodology clearly defined.
- Timeline of Project plan and implementation.

ZTC/OER Implementation Date

Summer 20__

Fall 20__

Spring 20__

Course Information

<i>Course Number</i>	<i>Course Title</i>	<i>Department</i>	<i>Division</i>	<i>Course Format</i>
				<input type="checkbox"/> Hybrid <input type="checkbox"/> Face-to-face <input type="checkbox"/> Online
Current textbook title(s) that the OER/ZTC will replace:		ISBN #		Cost (Newest edition)
				\$
				\$
A. Total cost of the current textbook(s) that will be replaced by the ZTC/OER.				\$
B. Average number of students per section for this course				
C. Number of sections of this course taught by the applicant each academic year (fall, spring and summer)				
Annual anticipated savings to the students (A x B x C)				\$

1. Briefly describe your ZTC/OER curation and adoption project. What do you plan to do and why? Project description should include; project goals, outcomes (deliverables), and assessment plan. Limit to 1000 words.

DRAFT

2. Briefly describe your Assessment plan and methodology. (This is to help you think through your planning.)

DRAFT

3. Project Timeline: Describe the milestones and dates for completion. ZTC/OERs must be adopted within 2 semesters of project completion to qualify for the award.

Date	Project task or activity to be completed

Participation Requirements

If selected, awardees will commit to the following:

- Meet with the ZTC/OER Coordinator (Sarah Harmon) at the beginning, middle, and end of the project. These meetings ensure finalization of the project plans, sharing of best practices, and addressing of barriers to student success.
- Teach the course using ZTC and/or OER in all assigned sections.

The College will provide the awardees with the needed support to help develop and implement their projects through activities such as but not limited to:

- ZTC/OER discovery and curation;
- Face-to-face workshop(s) and training as applicable.

Deliverables and Outcomes for Recipients

- Course map including SLOs, course modules, and URLs for all ZTC and/or OER adopted course materials.
- Publication of authored OER(s) with an open (Creative Commons) license in an open, editable format (e.g., [Pressbooks](#)) (if necessary).
- Storage of the OER in an open repository (e.g., [OERCommons](#) or LiveBinder).
- Created and remixed OER will follow the guidelines in the [BC Open Textbook Accessibility Toolkit](#) (if necessary).
- Meetings with the ZTC/OER Coordinator (Sarah Harmon) during the project.

Signatures

<i>Applicant Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>ASLT Dean Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Vice President of Instruction Name:</i>	<i>Signature:</i>	<i>Date:</i>

Please submit your completed form to the OER/ZTC Coordinator, Sarah Harmon (harmons@smccd.edu) and the ASLT Dean, David Reed (reedd@smccd.edu).