

COURSE MATERIALS AFFORDABILITY COMMITTEE

Meeting Minutes

Date: Thursday, September 1, 2022

Time: 12:50 p.m. – 1:50 p.m.

<https://qdro.zoom.us/j/86487438047?pwd=UGZrMGxhbjBOMlhDbIVtb1g3Kzk0QT09>

Start Time: 1:01 p.m.

I. **Call to Order**

II. **Approval of the September 1, 2022 Agenda**

III. **Committee Members:** Adam Martin (Co-Chair); Damon Nance (Co-Chair); Miguel Castro; Chase Ballard; Maria Adams; Kimberly Bell; Sarah Burnett; Bibiana Lopez

[Many committee members missing. Please provide a list so I can keep proper attendance]; Kimberly Bell left meeting at 1:40 due to student issue

IV. **Call for Additional Agenda Items**

Sarah wants to discuss how subgroups are going to meet

- Adam stated subgroups could meet on their own but would need a stakeholder champion to coordinate and admin those meetings.
- If not meeting separately, Adam is happy to admin and facilitate one large meeting but wants understanding that various topics from special groups will be discussed with whole committee.
- Call for a vote on subgroups in individual meetings or in one large meeting:
 - ❖ Meetings to be in one/full group to act decisively – 1st Sarah / 2nd Adam
 - ❖ Meetings will only be held in one/full group here forward

Small recap of happenings over the summer:

- Task force was created with less than 24-hour notice (Adam Martin, Damon Nance, Bibiana Lopez, Kimberly Bell, Teresa FriedrichFinnern) to attend AACU's institute on OERs.
- Formed a working document called the "Action Plan".
- Committee should look at Activities in the Purpose/Details and make suggestions or edits.

Chase discussed prior meeting with Deans of Instruction

- Due to the State now requiring additional data element XB12 (ZTC/LTC/NIM/IMC) to be reported for MIS, college must be precise in our reporting to access the associated funding.
- Deans were backtracking to collect data for summer and fall while looking for potential solutions for winter and spring to be integrated into TA acceptance.
- Another solution is all faculty reporting to Chairs which will then give data to IDS to put into system.

V. **Review and Comment on the AACU OER Action Plan**

Project goals were centered on outreach and awareness for OER and ZTC issues for our campus as well as highlighting resources that are available. Hope to stimulate the creation of those resources and degrees.

Outlined a schedule for a plan of action for the Fall 2022 semester.

- Adam happy to lead charge on outreach events as seen on schedule in Action Plan
- Suggestion to go to APC before Academic Senate; agreed that we should go to APC first.

VI. **Review and Comment on the CCC's Funding for ZTC Degrees**

Funding source brought to us by the California Community College Chancellor's Office will provide a small amount of grant money (\$20,000 to start) so that we can form special projects to create ZTC courses and degrees. There is funding up to \$200,000 for the creation of a ZTC degree. Important to note that CCC has \$112 million for the initiative, so potential for additional funding in the future with progress.

Potential to pay faculty members who are interested in special projects to convert or create new courses towards the end of offering a ZTC degree and take advantage of the \$200,000 funding source.

- Hard sciences may be a tough fit for this type of program due to the difficulty of finding OER resources for specialized topics.
- Social sciences may be easier; Kara Zamiska is interested in championing the Psychology department for the ZTC process.
- We as a committee are not the ones to say who can or cannot do it, but we should probably try to pick a program that would not be as big of an initial investment or not as large of a burden on faculty due to small amount of initial funding.
- Sarah reminded the committee that Early Childhood is already using OER/ZTC for 6 of their 8 required courses, other 2 are LTC. So the program as a whole is very close to being fully ZTC.
- Need to offer the special project to all faculty
 - ❖ Suggestion by Kim and Sarah to have us send that info to Academic Senate so they can offer that instead of CMAC

Adam raised question if faculty were willing to share canvas shells or ZTC courses if they were prepared already. Hopefully faculty would be willing to collaborate, but no one is aware of what other faculty is doing. Catalogue is not up to date.

- Should we do a survey for outreach to see if faculty would be willing or if they even want that?
- Should each discipline have a common canvas shell to provide OER for other faculty to distribute?

One issue is that some disciplines do not have good OER textbooks. We could try to get faculty to author OER textbooks with grant funding.

- Could be a great project for a professor trying to do sabbatical.
 - ❖ \$1500-\$2000 for a faculty to redesign a new course for OER may be reasonable, but it is not enough funding to get faculty to write a new book

We have great support from the ASNC (\$15-20k a semester) for purchase of extra textbooks for reserve in the library. They check out for 21 days and are a great resource for students.

- It is possible for class to still be considered ZTC if we have class sets available; faculty may still want to use a resource, and if we can find a way to provide it to students, we can still be ZTC.

A lot of faculty are apprehensive about online content and using better canvas resources. Try to get support for initiative to help faculty to have open forum to get resources

- Faculty often get stuck/apprehensive over licensing issues with OER/ZTC. Need stakeholder champion to inform faculty on how things are licensed and how they can be explained/explored.
- Can we use some of the grant money for faculty to take OER course (may include licensing FAQs)?
- Can we make a special project based on research/professional development? So, we would not pay for the change of curriculum but rather learning how to do it.
 - ❖ Get funding only if you demonstrate OER skills by doing a page on your course

Meeting Adjourned: 1:58 pm.