



**COURSE MATERIALS AFFORDABILITY COMMITTEE**  
**Meeting Minutes**

Date: Thursday, October 10, 2022

Time: 12:50 p.m. – 1:50 p.m.

<https://qdro.zoom.us/j/87019782373?pwd=eVAyRmNQZ3hmaFc5M3JsWEEx0R3RYdz09>

**Start Time: 1:00 p.m.**

I. **Call to Order**

II. **Call for Additional Agenda Items**

III. **Approval of the October 10, 2022 Agenda and Prior Minutes – 1<sup>st</sup> Sarah / 2<sup>nd</sup> Steven – Approved**

IV. **Committee Members:** Adam Martin (Co-Chair); Damon Nance (Co-Chair); Miguel Castro; Chase Ballard; Maria Adams; Sarah Burnett; Bibiana Lopez; Steven Camacho; Aidan Godoy (ASNC)

[Many committee members missing. Please provide a list so I can keep proper attendance]

V. **Update on CCC's Funding for ZTC Degrees**

\$20,000 to be separated into 10 special projects (\$2,000 each)

- Need to choose 10 classes to help build a ZTC GE Pathway. Need to show well enough to put ourselves in the best position to apply for and successfully secure next phase of grant (\$200,000).
- Must ask all faculty/offer the special project to all faculty. CMAC will be sending out an email/solicitation with that offer. Do not have to accept faculty on a first-come/first-serve basis but do have to offer to everyone. Need to make it clear that projects will be approved through our guidelines, so must be transparent with sharing our objectives from the beginning.
- May have difficulties in choosing the correct courses to fulfill GE's/IGETC. Should work with counselors to determine categories and seek faculty within those categories to prevent serious overlap.
  - ❖ Adam reached out to Zina Chacon to get a working list
- The process for choosing courses for GE can be difficult/more complicated due to tracks for individual programs. Committee will need to choose courses that a lot of students take for GE or that students need to complete specific program tracks.
  - ❖ Sarah reminded committee that some tracks have similar requirements, so coming up with GE lists for tracks and comparing them may lead to multiple ZTC tracks with less courses needing to be converted
- Sciences and special topics will be difficult to convert to ZTC with only \$2,000 per class. As per last meeting, it is possible to have faculty take sabbatical to write textbook, but hard for us to ask them to take no royalty on their book because creating intellectual property is a difficult process.
  - ❖ May need to offer a FULL reassign to get faculty on-board with writing a book
- An ethical dilemma exists when faculty write a book and make students pay for their book as a required text.
  - ❖ Have the potential to remove ethical issues if multiple faculty across various community colleges work on book together and send book to third-party reviewers.
- Some departments like math do not need to use textbooks but do rely on programs for homework or alternative instruction
  - ❖ People can investigate if any OER adaptive software programs are available.

## VI. Review and Comment on the District's OER Survey Questions

This survey was not shared/developed with anyone at Norco College. We need to try to get increased stakeholder involvement from CMAC on a district level with the other colleges. Many sequences/processes are not being navigated properly because actions are being taken at all levels due to implementation of XB12 requirements.

Discussion of suggested edits to last year's survey

- Q1: What types of course materials are required for your course(s)? (Check all that apply)
  - ❖ Suggestion to add ZTC – Print, ZTC – Digital, LTC, NIM, IMC, and OER as answer options.
  - ❖ Suggestion to revise “Printed textbook(s)” and “Digital textbook(s)” to “Printed textbook that must be purchased/rented” and “Digital textbook that must be purchased/rented”
  - ❖ Suggestion to remove “Printed material other than textbooks” and “Digital material other than textbooks” as options
- Q2: When selecting required course materials, how important are the following factors in your selection?
  - ❖ Suggestion to add “Accessibility meets UDL” as an option
- Q3: How satisfied are you with the required material for your course(s)?
  - ❖ Suggestion to add “Accessibility meets UDL” as an option
- Q4: How familiar are you with each of the following licensing mechanisms?
  - ❖ Suggestion to delete this question because it might scare faculty away from using OER. Using that wording can make people not want to get involved.
  - ❖ Instead, ask “Are you familiar with or have you taken the Norco College OER basics course?”. It would be acceptable for RCC or other colleges to take part in our Norco College OER course.
- Q5: How familiar are you with Open Educational Resources (OER)?
  - ❖ Suggestion to keep question as is.
  - ❖ Suggestion to add follow-up question: “How familiar are you with ZTC or LTC?”  
Choices: Very familiar, Somewhat familiar, Not familiar, News to me, What the heck is that, Not another acronym, Not applicable.
- Q6: How familiar are you with Zero Cost Textbooks (e.g. “open stacks”)?
- Ran out of time to discuss remaining questions, so Adam will be sending survey out to CMAC members to review and suggest edits through track-changes.

Started discussion of how learning outcomes are affected by using OER/ZTC. It is possible that data collection may allow us to see potential differences between using OER/ZTC and traditional materials.

- Sarah suggested to try and connect with Ashly in the Assessment Committee to see if it is possible to even collect this type of data in a meaningful way (show causality)
- It is important to see if faculty are using different methods of teaching if using OER/ZTC as that would be an important confounding factor
- Free access helps all students have all the necessary resources, but it does not force a student to use them appropriately
- Steven commented that he has had good feedback from students about the embedded chapters of books in the canvas modules. With his personal class numbers, it seems like students complete assignments more often now than before he embedded those chapters.

**Meeting Adjourned: 1:56 pm.**