

## **COURSE MATERIALS AFFORDABILITY COMMITTEE**

### **Meeting Minutes**

Date: Thursday, May 4, 2023

Time: 12:50 PM – 1:50 PM

**Start Time: 1:00 PM**

**I. Call to Order**

**II. Committee Members and Attendees:**

- a. In Person – Adam Martin (Co-Chair); Sarah Burnett; Teresa FriedrichFinnern; Steven Camacho; Maria Adams; Robert Wolfer (Guest)
- b. Via Zoom – Damon Nance (Co-Chair); James Finley

**III. Approval of the March 2, 2023 Agenda – 1<sup>st</sup> Teresa / 2<sup>nd</sup> Sarah – Approved**

**IV. Approval of previous meeting minutes tabled pending further review.**

**V. Formation of District Level CMAC committee**

- a. Adam proposed the creation of a District Level CMAC committee as a committee of the Academic Senate. This committee would help develop an identity and an additional platform to discuss the issues. He spoke with Kim Bell who was in support of the idea and the CMAC Co-Chairs at RCC and MVC.
- b. Discussion:
  - i. Sarah supported the idea and provided historical background for the evolution of the Norco Committee. Requested the governance of the committee be by the Chairs of CMAC and not by an administrator.
  - ii. Adam identified potential issues of existing non-compliance that could be addressed by the formation of the committee.
- c. Motion to support the creation of a District Level CMAC Committee – 1<sup>st</sup> Teresa / 2<sup>nd</sup> Steven – No vote taken

**VI. Grant**

- a. Phase 1: Awarded \$20,000 / Divided into ten special projects. Positive response across multiple disciplines. Slow to get started. Deliverables were to create a shell that could be given to colleagues teaching the course.
  - i. Discussion of potential extension or re-assignment of projects.
  - ii. Question came up regarding what happens to the money if a project is not completed.
  - iii. Teresa recommended potentially using excess money to print OER books for the library.
- b. Phase 3: Show completion of a ZTC degree pathway.
  - i. Sarah discussed the potential of having a certificate pathway almost complete.

- ii. Additional discussion focused around identifying Zero Textbook Cost courses either in the bookstore, course PDF, Pathfinder or through EduNav.
    - 1. Discussion of compliance issue associated with not identifying low and zero textbook cost courses.
    - 2. Adam volunteered to discuss this item with Peggy.
  - iii. Discussion about additional opportunities to use the funding. Travel, consultants, training, etc.
    - 1. Adam asked if there might be interest for a special project for faculty to teach OER to their colleagues.
- c. Phase 2: Competitive award for creating a program that DOES NOT exist currently in the state.
  - i. Teresa identified the issue of the curriculum freeze scheduled for next year. May be a problem for creating a new program for phase 2.
  - ii. Adam mentioned the Entrepreneur program may be possible for phase 2.
  - iii. James identified he is working on a new four year Gaming Degree that might be good for this phase.
  - iv. Potential for a special project full re-assign time necessary for this phase.
  - v. Sarah requested clarification on what constitutes a “new program” for purposes of this phase.

**VII. Meeting Adjourned: 1:55 PM**