COURSE MATERIALS AFFORDABILITY COMMITTEE
Meeting Minutes
Date: Tuesday, April 1, 2025
Time: 12:50 PM – 1:50 PM

Start Time: 12:57 PM

Committee Members and Attendees:

- In Person – Adam Martin (Co-Chair), Robert Wolfer, Angela Thomas, April Mejia, James Finley, Teresa Friedrich Finnern, Cheryl Cox, Cameron Young

I. OPEN MEETING

- Approve November 5, 2024, meeting minutes – 1st Thomas 2nd Finley – Approved

- Approve March 4, 2025, Meeting Minutes – 1st Friedrich-Finnern 2nd Thomas - Approved

- Call of Additional Agenda Items

    o Website

- Motion to approve current agenda

    o Moved: 1st Thomas 2nd Finley

    o Approved

II. XB12 DATA REPORTING ELEMENT

- Overview and Applicable Laws
- Implementation Issues
    o AM described the three possible solutions listed below
- Possible Solutions
    o Pathmaker Changes
        ▪ Teresa expressed concerns that it is troublesome to work with, and chairs seldom look at it.
    o Syllabus Template Changes
        ▪ Adding a column in header that denotes a ZTC course.
        ▪ Teresa described there may be an adoption issue with some faculty
        ▪ Adam detailed that lack of training may lead to misunderstanding the needs to annotate correctly.
    o Database and Dashboard Creation
        ▪ Need for short term and long-term solution.
        ▪ Anthology is coming but no timeline has been established.
        ▪ Creation of form and dashboard that will be able to visualize the data.
        ▪ Static link to be sent via Pathmaker

- - Teresa wanted to know whether faculty would have an option to "roll-over" previous data. Angela said it could be possible. She said she would look into it.
    - PREFERRED SOLUTION by committee
    - Discussed the different codes needed for reporting purposes
  - Cameron suggested using the availability forms (Determined that it was departmental)

III. ZTC ECOSYSTEM SUPPORT

- Campus Canvas Shell Repository

  - Adam described that there is currently no repository for ZTC shells

  - Impact funds can be used for infrastructure. Potentially through the Library or other location.

  - Teresa described that most people would like to keep it local to the campus.

IV. BURDEN FREE INSTRUCTIONAL MATERIALS TASK FORCE

- Angela was invited to participate in the TF

- Three working groups

  - Financial and Sustainable Solutions

    - Currently support repository

  - Policy, Regulations and Field Guidance

  - Professional Development and Scaling of Services

    - Angela is responsible for the data portion

V. CMAC WEBSITE

- Tabled for next meeting

VI. REVISITED SEMESTER PLANNING (SPRING 2025)

- FLEX Training on JoVE Database
  - Teresa talked about resources being available
  - Focus primarily in math and sciences
  - Adam volunteered to help logistically.
  - Potentially scheduled for May 2025.
- Onsite Libretext Training
  - Adam described that we have paid for a Libretext submission that included Onsite training

   o Angela suggested May, Summer and Fall.

VII. ZTC HONORS PATHWAY GRANT (CAMERON YOUNG)

- Cameron was selected for pathway grant.

- Adam discussed the current funding challenges.

- Adam and Angela described what Communications did to accomplish these grants.

- Angela also discussed the benefits of collaborative efforts to develop these courses.

VIII. CLOSE MEETING

Meeting Adjourned: 13:53 PM