

COURSE MATERIALS AFFORDABILITY COMMITTEE

Meeting Minutes

Date: Tuesday, September 1, 2026

Time: 12:50 PM – 1:50 PM

Location: OC-102 & Zoom – Norco College

Start Time: 12:56 PM

Committee Members and Attendees:

- In Person – Adam Martin (Chair), April Mejia, Teresa Friedrich Finnern, Robert Wolfer, Cameron Young, Angela Thomas, Tamara Cummings
- Zoom – James Finley, Dr. Quinton Bemiller

I. OPEN MEETING

- Approve May 5, 2026 Meeting Minutes
 - 1st April Mejia - 2nd Teresa Friedrich Finnern
 - Approved
- Call for Additional Agenda Items
 - JOVE Subscription Renewal (Teresa Friedrich Finnern)
 - ZTC Data (Angela Thomas)
 - CCC OER Update (Angela Thomas)
 - OER Liaison update (Angela Thomas)
- Motion to approve current agenda
 - Moved: 1st AM - 2nd Angela Thomas
 - Approved

II. LFM PLANNING DISCUSSION

- A. Martin passed out a document for goal setting/strategy discussion
- Cameron suggested doing a gap analysis of overall ZTC areas
 - Reporting
 - Process examination
 - Stakeholder/system analysis and proposed remediation (where available)
 - Bookstore
 - IDCs
 - Department Chairs

- Workstreams and deliverables
 - Review of workstream items and core deliverables (updates made to handout directly)
 - A. Martin recommended using upcoming CMAC meetings to work on LFM work.

III. OER & ZTC TRAINING OPPORTUNITIES (@ONE COURSES)

- Making the Case for ZTC: Pathways to Equity
- Building a Team: Implementing ZTC Pathways
- Teaching with OER and Open Pedagogy for Equity
 - Teresa suggested that this course was the most impactful
- Navigating the Future: Open Education with Generative AI
- Beyond Boundaries: OER and Universal Design for Learning

IV. ADDITIONAL AGENDA ITEMS

- JOVE Subscription Renewal (Teresa Friedrich Finnern)
 - Approved due to committee efforts
 - Imports and links should be functional
 - Embeds still problematic
 - Teresa suggested a standard line item in the budget
- OER Liaison update (Angela Thomas)
 - ZTC Data (Angela Thomas)
 - Unofficial numbers Norco College
 - ZTC - 47.2%
 - LTC - 6.8%
 - Traditional - 54%
 - Angela requested suggestions for furthering the data
 - Enrollment stats
 - Retention Rates
 - A. Martin suggested going back to historical numbers as well.
 - Discussion ensued around reporting and report formats
 - CCC OER Update (Angela Thomas)
 - Angela historically sends newsletters collegewide
 - Discussion around NOR-ALL versus other audiences directly

V. CLOSE MEETING

Meeting Adjourned: 1:49 PM