

Los Rios District Affordable Learning Materials Committee

Agenda & Notes

April 8, 2024, 3:30pm - 5pm

- Zoom Link: <https://lrccd.zoom.us/j/86538831995>
- Facilitators: Sarah Lehmann & Tammy Montgomery
- Notetaker: ARC - Kate Williamson
- Members present: Tammy Montgomery, Sarah Lehmann, Andi Adkins, Megan Ozeran, Doug Herndon, Dana Wassmer, Carlos Lopez, Rebecca Goodchild, Kate Williamson, Andre Bazos
- Guests present: Lydia Bouzida

Agenda:

1. **Welcome, Greetings, Introductions (Sarah)**
2. **Discuss options for notetaking rotation:**
 - a. Option 1: Does someone want to be the notetaker at all the meetings?
 - b. Option 2: The campus whose faculty is chairing the committee also fields a notetaker
 - c. Option 3: We rotate each month
 - i. Alphabetically by campus for example
 - ii. We will do this method
3. **Discuss meeting modality options**
 - a. We meet on Zoom and publish teleconference locations for each campus
 - b. Meet in person at DO
 - c. Meet in person at a campus/rotate campus meeting locations
 - d. **Something else - we decided to reserve a meeting room at DO and have a zoom room set up so anyone can walk in and connect via zoom (similar to district curriculum) and folks can connect from home. Tammy can help Sarah set that up.**
 - e. Next year membership: Are current members planning to continue next year?
 - i. 1st Monday, 3:30-5pm - will stick with this for now.

Discussion:

Where do we publish agendas? Website request to get page on [LRCCD committee page](#) - publish agendas there?

4. Review [committee charge](#) and [committee membership](#)

- a. Are there any changes we want to make?
 - i. Committee charge:
 - 1. Removed details that were needed when making a request to DAS to be a committee (from task force).
 - 2. Discussed/updated responsibility and voting areas, especially for faculty vs managers.
 - 3. Sarah will go through and clean up additions/changes that we made live during the meeting and share out to look at again at the next meeting.
 - ii. Committee membership:
 - 1. Looked good

5. Review [notes from previous meeting](#) (all)

- a. Anything we want to revisit that's not already on this week's agenda?
- b. All colleges awarded ZTC Chancellor's office degree pathways grants (varying amounts and departments involved).

6. Updates from campuses (all)

- a. What's top of mind for your campus regarding OER, ZTC, and affordable learning materials?
 - i. **CRC: Chancellor's Office ZTC Grants and Permanent OER/ZTC Librarian Coordinator**
 - 1. CRC will roll out new incentive program in fall.
 - 2. There will soon be 3 more opportunities to apply for grant funding. What do colleges have planned? CRC will approach additional programs to see if they are now ready to explore a ZTC pathway primarily using OER. We are also gathering data from our CTE programs to apply for the Acceleration II grants, which will give priority to CTE programs and allow the purchase of commercial materials (e.g. ebooks or CDL)
 - 3. CRC had a growth OER/ZTC Librarian position rank high enough to be granted next academic year in the faculty allocation from DO, but it needed to be a growth position (not absorption of adjunct hours) so position was declined by DO. CRC recently [passed a senate resolution](#) urging administrators to continue to fight for growth funds for this position. Are other colleges interested in having permanent full-time coordination of this work?
 - 4. FLC
 - a. College President has asked for goals and identification of resources. Also feel a full time person is needed.
 - 5. SCC
 - a. Working on ZTC degrees and getting books for CTE areas.

- i. Lydia brought up that the bookstore can add note in the bookstore website to refer students to the library copies.
 - 1. ARC currently does this when the library has unlimited ebook licenses.
 - 2. This is another example of a manual process that is difficult to do without a full time person
 - b. Dabbled with ZTC data - (ZTC symbol agenda item below)
 - c. AERC working with the President and faculty on ZTC degree pathways.
6. ARC
 - a. 6-7 degrees for ZTC grants
 - b. Got a robotic scanner for the library for CDL
 - c. In the process of recruiting a coordinator

Discussion:

- Re: OER/ZTC faculty coordinator, perhaps in the fall, work on drafting a common job description?
 - It was observed that the DCCC wrote a resolution in support of articulation officers at all four colleges
 - Perhaps this committee could do similar
 - Support expressed for more support/resources for this work

7. ZTC & Student Communication (Megan)

- a. How is each campus communicating to students which degrees are ZTC?
 - i. Program Maps?
 - 1. CRC is using Program Maps. ARC IT have made updates that allow you to upload a spreadsheet that lists the ZTC classes and it will automatically add the symbol and footnote to the map. If a course that qualifies for a specific GE area is on the list, it automatically applies the symbol and footnote to general listings (e.g. IGETC Area 1A-English Composition). There is a toggle switch to mark a degree as a ZTC pathway, which will then automatically push it to our ZTC degrees page of the website. No other college is active in MapMaker because other colleges wanted to see how this worked before moving forward. You can ask it to be turned on at your campus at any time.
 - 2. At ARC we will have a badge and note in program maps and through Curriculum on the program page description for the degree. Will also be adding a page that lists the GE and links to class schedules (with filters - TBD).

3. At SCC program maps are through curriculum and not a direct person or process for updating currently. Individual programs are doing direct outreach to students about ZTC paths.
- ii. SOCRATES?

8. Inclusive Access option for courses with access codes (Sarah & Lydia)

- a. Some ARC faculty who use homework platforms from traditional publishers are interested in negotiating prices with the publishers. Follett would like to offer these instructors the option to choose an “inclusive access” model for their sections. Lydia is interested in feedback from the campuses on if we are open to this option. Discuss the model, answer questions.
 - i. From CRC: This is a very slippery slope and leads to more faculty resistance to exploring OER textbooks and homework (especially at a time when there’s a tremendous amount of work being done across the state). We also strongly oppose calling it “inclusive” or “equitable” access because the cost is passed on to students and is really only inclusive and equitable to those students who can afford it. If ARC is paying for students to access, we would be open to calling it that. Other questions:
 1. How would the billing for this work? Any student that is enrolled in these courses would automatically be billed for the textbook/homework system? What if they drop, can they get a refund? How long are they eligible for a refund? What if it’s after the census date?

9. ZTC Symbol (Rebecca)

- a. Rollover issues
 - i. Need to coordinate with AA’s and Instruction office/ISA’s and Deans.
 - ii. Rollovers are from Fall to Fall and Spring to Spring
- b. Who double checks (for those college’s without a release time position)?
 - i. Instruction office? Deans? Etc.
 - ii. Current process relies on faculty to report.
 - iii. At SCC some chairs will check, but is not consistent.
 - iv. At ARC Sarah’s compared bookstore data with xb 12 data. Had a library classified person checking some (not every section) for accuracy.
 - v. Overall numbers appear low/not accurate - college Presidents have expressed interest to get more accurate data
 - vi. Difficult to get accurate data because of the difference in way lab and lectures are coded (sometimes lab tied to lecture, sometimes not). Can use Crystal reports to verify accuracy.
 - vii. Another reason why we need a dedicated person

10. Discussion: what should we prioritize working on for the rest of the semester?

- a. How we get the ZTC symbol

- b. How do we keep ZTC courses as ZTC? OER requires updates. How are the colleges managing this?**
- c.**