Affordable Educational Resources Academic Senate Subcommittee
Minutes from December 3rd, 2018 at 1:30 pm in LRC 318

Present: Katie Carbary, Rebecca Goodchild, Leila Stone, Angela Block, Arifi Hadayatullah, Catherine Anderson, Antonio López, Kevin Flash

Agenda items:

1. Approval of minutes from 11/5 meeting. (3 minutes)
   - Minutes were approved by consensus.

2. Create ZTC instructor change policy recommendation for academic senate: how should instructor and material changes be handled? (20 minutes)
   - agreed on “ZTC logo can be changed prior to the start of class, and the new instructor will be asked to consider the same textbook, but he or she can use whatever textbook he or she selects due to academic freedom. Either way, the new instructor must consider keeping or removing the ZTC logo.”
   - Kevin has a wording recommendation, and will send that to us by email.
   - We will rewrite and send out to AERC for comment before taking this to senate.

Additional ZTC ideas:
   - add OER ambassadors with pictures of faculty members according to subject
   - we still want students to be able to search by ZTC courses - through DOIT, sometimes academic senate can ask
   - advertise ZTC info to students - student union, etc.
   - still need a video to explain ZTC logo to students

3. OER adoption process recommendations - next steps. (10 minutes)
   - Suggest that Division/Departments consider various things when adopting OER materials (avoid suggesting a form or removal of forms - leave that up to the Dept./Div.)
   - bring to senate (not on the same day as the ZTC presentation day to senate)
   - Perhaps bring to dept. Chairs, consider edits, get dept. Chairs to sign off, and then bring to senate for support. Make sure to cite academic senate’s resolution, from 2016, in support of OER adoption. Check with Gayle first.
4. Discussion of **ASCCC Open Educational Resources Initiative (OERI) regional lead positions.** (15 minutes)
   - Discussion of these positions and how they would relate to our campus; no one from AERC is currently available for this because it would involve responsibility for multiple campuses and has limited release time.
   - The campus OER coordinator position that we have been considering requesting is separate from this, and would still potentially be worthwhile.

5. Report on OER Institute. (5 minutes)
   - The OER Institute held on Nov. 9th 2018 was very successful. A little under 30 people attended, and about half have contacted Rebecca since asking for more information on the paperwork (i.e. they declared their intention of seeking the grant money for OER harvesting).
   - The grant money from LibreTexts is still processing through the UCDavis and LRCCD systems.
   - Rebecca plans to write an update email to the Institute attendees by the end of the semester.

6. Announcements (5 minutes)
   a. OER Coffee and Info Session.
      - This FLEX session will be held Wednesday, 12/12 from 9:30 -11:30 in RHN 258. This informal session will have coffee and snacks! Fliers were given to AERC members to pass out around the college to faculty.
   b. Other relevant announcements and updates.
      - Discussion of the relationship between bookstore and OER; the college store is supportive of OER adoption.

Future agenda items:
- Justification for requesting Campus OER Faculty coordinator position.
- Student video explaining ZTC logo in class schedule.

**Remaining semester meeting dates:**
- Dec. 17th, 2018 (“extra” meeting – during finals)