Affordable Educational Resources Academic Senate Subcommittee
Meeting Minutes for October 15th, 2018 at 1:30 pm in LRC 318

Charge of the Committee:
The Affordable Educational Resources Committee works with Academic Senate, students, faculty, and staff in programs across campus to:
1. identify alternative strategies to reduce textbook and course material costs for students;
2. make recommendations that address textbook and course material affordability and accessibility, while respecting academic freedom;
3. educate students, faculty, and staff about alternative strategies to reduce textbook and course material costs;
4. develop objectives and timelines to accomplish actionable goals.

Present: Antonio López, Katie Carbary, Rebecca Goodchild, Elizabeth Shutak, Arifi Hadayatullah, Angela Block, Nick Shewmaker, Maria Hyde, Linda Myers, Catherine Anderson

Agenda items:

1. **Approve minutes from last two meetings:** approved by consensus.

2. **Drafting a set of recommendations and best practices for approving the adoption of OER and textbook alternatives, for senate approval:**
   - KC, RG, and AL met with Gayle Pitman, academic senate president about the form needed to get a textbook approved by certain departments. This system is not universal across departments. Also, there are some “myths” about OER adoptions - accessibility and transferability - which would also be addressed. Essentially, we would create a best practices document for these textbook and OER adoption forms, then we would bring it to senate for approval/endorsement. The goal of this is to encourage OER adoptions instead of causing people to have more paperwork that will stymie their OER adoptions.
   - Discussion ensued which confirmed that different department and divisions have different procedures to get textbooks and/or OER adopted across campus.
   - One of the bookstore representative shared that the college store tries to collaborate with this process as much as possible.
   - Many students use eservices to choose classes, and eservices doesn’t include the ZTC logo or any information on the textbooks required or not required for the course. Hence, much of this work will not benefit students if we don’t make sure that students can see the ZTC logo or other textbook information through the portal they use to select courses.
   - There are three separate issues: ZTC logo displayed in different places, ordering books through the college store, and the forms or procedures used to adopt books through each department/division.
   - We need to collect the forms used by each department/division and the general textbook adoption policies and procedures. We need to consult
the union - get a statement on this. People will bring in the forms used by their departments.

3. **Discussion of requesting that the college create some type of “OER Coordinator” position to focus specifically on OER-related issues.**
   - KC investigated this issue. According to KC’s meeting with Brian Pogue, Brian thinks it might be a good idea, especially in light of the accessibility issues involved with OER. As a campus, we don’t have much support for accessibility issues with materials. We would like some kind of accessibility specialist - classified staff - and also an OER coordinator - faculty member.

4. **Grants update.**
   - SCC was receiving incentive award funds from AB 798 in the last two academic years. We applied for bonus funding for this year and the next year. We have withdrawn our application for the bonus funding because we are a sub-awardee of the LibreTexts OER grant - $100,000/year, so we thought it would be too difficult to spend the LibreTexts money and the AB 798 money. Under AB 798, Antonio was the OER campus coordinator. Now he is the Director of Harvesting through the LibreTexts grant. Antonio and Rebecca will each get 0.2 FTE for their efforts. Due to this, we think it would behoove the college and the district to have a part time or full time OER coordinator on top of this committee and this grant.
   - KC thinks the OER coordinator will save the college money in the long term because it will decrease disproportionately impacted students - success rates. Success rates are better for SCC as it will be cheaper to get students in and out as well as improve our data (which funding is based on). It would be a wise investment. It is a clear way to improve student success, also the legal issues involved with the ZTC logo, and we are also invested in increasing online courses which will directly help students graduate quickly.
   - Summarize the issues and benefits of having an OER coordinator, bring it to Gayle and the VPI’s office and see if we can get a coordinator position. We shall investigate and summarize this issue. We can even have a subgroup from this committee to write an informal proposal for this.

5. **Membership changes - removal and recruitment**
   - If people don’t respond to the emails or show up to the meetings, they should be removed from the AERC. Also, Nick Shewmaker and Elizabeth Shutak will be added to the committee.

6. **OER Commercial Idea**
   - Tomorrow, 10/16/18 at 1pm, we are filming a commercial to promote OER LibreTexts Institute (Nov. 9 1-4pm). Please send students to the first floor lobby of the LRC.
• We want to make another video for students on the ZTC logo (in the future).

7. **LibreTexts OER Project Promotion**
   • Rebecca will make an outline of points or an elevator pitch for AERC members to go pitch the Institute to faculty across the district in order to provide promotion across the district. In the future, we would like to visit other campuses and other senates, etc.

8. Other relevant announcements and updates.

Future agenda items:
• Invite Kevin Flash to talk about Federal grant
• Invite Delmar/other participants in the grant team (e.g., Larry Green from Tahoe)?

**Remaining semester meeting dates:**
• Nov. 5th, 2018
• Nov. 19th, 2018
• Dec. 3rd, 2018
• Dec. 17th, 2018 (possible “extra” meeting – during finals)