Affordable Educational Resources Academic Senate Subcommittee
Meeting Minutes for November 5th, 2018 at 1:30 pm in LRC 318

Present: Katie Carbary, Rebecca Goodchild, Leila Stone, Angela Block, Arifi Hadayatullah, Elizabeth Shutak, Catherine Anderson, Quarmaine Bogan, Antonio López

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.

Agenda items:

1. Approval of minutes from 10/15 meeting. - approved by consensus.

2. Update on Textbook Adoption Process and OER - discussion of recommendations for best practices.

Review of division processes (BSS, SAH, AH, Math). The discussion continues with sample forms that some divisions/departments fill out. For example, in Psychology requires 3 faculty members to sign off, the department chair, and the division dean to sign off on any new textbook adoption. There are many myths surrounding OERs as each person who signs these types of forms brings all his or her ideas on OERs to the signing process.

With a past meeting with Gayle Pitman, academic senate president, we discussed the idea of the AERC drafting some best practices for textbook adoptions for divisions/departments in order to simply the process and avoid OER myths.

Create examples in our best practices for OER selection for divisions/departments to adopt and/or change.
These forms are administrative forms, so adoption of our best practices will require the division dean to sign off and/or adopt.

To do - create a list of best practices ideas for the forms. Also, some divisions don’t have forms. One possible idea is to interview deans in divisions that don’t have a form in order to see how they handle textbook adoptions or even if they oversee it in any way.

Separate issue, we need to get the ZTC logo in eservices and other places.

ZTC logo has a bunch of errors, with a lot of emphasis on the bookstore errors.

The bookstore ordering and textbook selection process is awful due to software glitches.

Odd options in the textbook form through the bookstore.

Also, counseling should know about the different ways to find ZTC courses.

Screens in front of counseling could be a good way to advertise the ZTC logo.

The ZTC logo is required by law.

There was some discussion about OpenStax books are also Kindle books in order to have the books read to you.

DSPS creates audio versions of textbooks for students. Is it possible to get copies of those? Legally? With OER, it would be fine.

3. Upcoming OER Institute (Friday, November 9th).

4. Report on meeting with President Gutierrez / DCC visit -
   Antonio visited the President’s Executive Board Meeting. He brought copies of the LibreTexts OER grant packet that he created. It contains the grant, the budget, and a few other things. AL went through the slides Rebecca created for the DCC visit. Essentially, what is OER, what is LibreTexts, cost saving, the grant itself, how we are part of the grant here at SCC. Then there was discussion about bandwidth, ztc stuff, etc. The president discussed the idea of one of our
satellite campuses becoming completely all open source campus - a huge academic freedom issue and an ADA issue - as a way for lowering textbook costs, and for a way to increase student enrollment at the satellite campuses. Antonio went essentially to inform them about the grant. The topic seemed to be new to the president. Antonio clarified some issues with academic freedom. He discussed access via smartphones, even though there are many issues with smartphones and access to the internet in general. We started the conversation with the president, and let’s keep it on his radar. We care more about textbook affordability not purely about OER.

5. **ZTC logo confirmation email language** -- LRCFT input and next steps.

There is no deadline to fill out the form. We asked, and we didn’t hear back. It is not connected to the book order. And, you have to fill out the form each semester. We need to talk to the powers that be in order to fix some of these things. It would make sense to make the deadline the same deadline as the bookstore order deadline.

In the email confirmation from the ZTC logo form, there is a section that says the following:

“If you change your schedule and you are not teaching this section, let us know immediately at scc-ztc@scc.losrios.edu. The new instructor will need to follow ZTC guidelines.”

This is problematic for academic freedom in terms of suggesting that someone should use zero cost materials if they get a class from someone else that filled out the form. Katie and Rebecca asked the Union, and they confirmed that when an instructor with a ZTC course leaves, etc., the new person who teaches the class is not bound to follow the materials from the previous instructor despite the confusing language in the email confirmation (seen above).

We need to get feedback on academic senate regarding this issue. We should bring a draft of a new email that falls in line with our contract language to academic senate based on AERC recommendations, and see what they recommend.

It should be up to the dean of the division to submit the change to the ZTC logo (according to the general consensus of the committee).

Remove the highlighted section of the ZTC confirmation email as seen above. The sentence threat says “the new instructor will need to follow ZTC guidelines” needs to be removed as it is a violation of academic freedom, which the union will back.
AERC recommendation #2 Take out #2, the default that the administration is responsible for keeping the schedule updated should apply to the logo as well. If there are changes, the dean's office is responsible for contacting students just like if the class was cancelled.

6. Other relevant announcements and updates.

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

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