**Districtwide - Student Textbook Affordability Committee (STAC)**

**November 17, 2021**

**8:00 a.m. – 9:00 a.m.**

**Meeting Notes**

**Members:**

Angela Boyd, Anne Gloag, Brian Palmiter, Brian Weston, Deborah Finnerty, Desiree Payne, Diana Vera-Alba, Edward Borek, Leann Voss, Lily Cava, Lisa Burgert, Nancy Wichmann, Pegah Motaleb, Rob Meyers, Sandra Pesce, Sol Madrid, Victor DeVore

**Student/Faculty Survey**

Brian thanked Steve Bass for launching the current survey in such a timely fashion. Steve is a Research and Planning Analyst with the District Office of Institutional Effectiveness & Research. He has been working with Brian and is looking forward to finding out how efforts to lower costs for students are going around the district. He has distributed two surveys, both of these surveys went out to faculty and students from the credit colleges only. The reason that we weren't able to include Continuing Education in the faculty survey is the way that textbook data is populated in Campus Solutions is different for CCE than it is for credit colleges. We have access to the queries data for the credit colleges and that is not something we have yet for CCE. Victor shared

that he had a conversation with Libby and Desiree yesterday, to talk about how we can have ZTC for CCE display on the Class Search. Faculty input the textbooks that have ‘no cost’ as the author and that's what triggers the icon in Campus Solutions. If CCE could use the same process as the credit colleges, we should be able to have ZTC icons for CCE textbooks. Diana did a survey and put together a presentation for CCE. Steve looks forward to combining the data received from the college surveys and from CCE.

The faculty survey includes questions about how their experiences using only OER benefits their students, and whether or not it's helpful in developing curricula.

Overall City had 56 sections, Mesa 141 sections and Miramar 78 sections that were using OER. We surveyed a random sample of 1000 students who are enrolled in OER sections and a random sample of 1000 students who weren't enrolled in OER sections. We asked them questions about whether or not their experience using OER in their courses help make the course more relevant, more engaging, and assist in learning in these courses. That's the big overview of what the surveys contain, Steve has the responses. For the faculty survey we have 64 respondents out of the 652, so a little better than a 10% response rate. For the student survey we have 74 out of 2000 which is really low. Steve will leave the faculty survey open for one more week and may have preliminary results to the group before the Christmas break. He will be scheduling another one or two reminder emails to the students and may have to extend the length of the student survey to get some more responses. After collecting and processing the data we will have the findings to share with this group ahead of the Board sometime mid-January, with an official briefing no later than the beginning of February. He will check to see if he can produce the names of faculty who are using OER at each college.

**Affordable Textbook Form**

Brian shared the ‘Open Educational Resources/No Textbook Cost/Low Textbook Cost’

form at [*https://forms.office.com/r/ES8RaExGYp*](https://forms.office.com/r/ES8RaExGYp)*.* There is currently a Word document form that was discussed at our last meeting that is sent out, which collects faculty information about their course and what they're doing to make it affordable. We discussed moving that form possibly to an online forum to see if that would be an easier submission and to make sure the questions on the form are relevant. Brian reminded the group that anything that's outside of the system has to be manually entered. This form should be a lot easier for faculty versus the word document, filling it out, attaching it, and sending it in an email. Hopefully we will see a higher response rate. Other colleges, like Saddleback or Butte, once faculty fill this form out it then automatically triggers the ZTC icon, without a human review. Because of the need for review to make sure proper laws and procedures are being followed we would not be willing to go that route. Also, because the District is moving towards Microsoft forms, there are many glitches happening so it may be better to use Google Forms or JIRA may be another option. There was a suggestion to have a contact person listed on the form in case somebody needs assistance. Brian showed that Question #4 states ‘if you're not sure, please contact your bookstore representative’ and also has the bookstore short URL link.

**Define Courses for Class Search**

Currently zero textbook cost courses (ZTC) are defined as courses that are using materials where the instructor was able to find those materials available to the student at no cost. However, we differentiate the idea of a no-cost course from a course that may not require any materials.

We are looking at what other colleges have done and were sent some information from Lisa on how others have expanded the definition; the Senate at the statewide level is recommending that colleges and districts identify and expand the definition for no-cost courses. Lisa explained that faculty are using no-cost materials a variety of ways. Mesa had two ambassadors go through the entire class schedule and click on every single textbook-link and document all the sections that said *no textbook required*; if you're a student searching for no-cost that becomes a lot of work. We currently follow the original definition that was put in place. Mesa’s recommendation is that students don't have to click down through every single course to find *no textbook required*. Mesa recommends that all no-cost (i.e. exercise science classes) also be labeled, so students clearly understand there is no textbook required.

**ZTC Pathways Documentation**

Mesa and Miramar are now starting to document ZTC Degree Pathways and have this information transparent to students, counselors, and others so students can quickly figure out how to complete their degrees at no cost. If we make a decision in this group that every faculty member who submits a form that says *no textbook required* that we make that ZTC. We are able to do that, but we are not doing that.

We also have courses that access subscriptions, one Fashion course at Mesa is a licensed access that students can access at the LLC at no cost. For example, Prentice Hall and we have a subscription for 500. With fashion specifically the Fashion Department pays for the licensing. Faculty were awarded a grant that provides money for the license. They bought a license to all of the content with unlimited user licenses for all of the everything those publishers sell, every single student on Mesa’s campus could access content. The other one is Japanese, the library was able to acquire 10 copies available for the Japanese I, II, and III.

There is a problem with some faculty that use the *no textbooks required* because they think it's *no textbooks required through the bookstore*, but then the instructor sends students a link to a publisher. We find out when students come to us and say, ‘Can you get this book for me because I need to use my financial aid.’ and that's the only way we know. It happens frequently. It is just one of the things that happens with *no textbooks required.*

It was suggested that for the first round, pull all the instructors that have sections listed as ZTC courses, send an email and say *‘Hello - Your course is listed as ZTC because you haven't made any required materials. Is that correct? Please email the bookstore if you have required materials.’*

There are some courses with no textbooks, so the online bookstore-button just doesn't work because there's nowhere to them. Right now there's a bookstore link that is just grayed-out because there's no link to go to, could we have that say ‘no materials required’ and have that a searchable item? It's just an option. If we want to explore that.

**Textbook Affordability Board Report**

The Board report is due April 14th, we may not be required to give a presentation but instead just submitting a report this year. A lot of you in this meeting contribute very heavily to that report and the Board really appreciates it every year. This is advanced notice that we will be collecting data districtwide.

**Next Meeting:** *Meeting Schedule TBD*