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

**October 20, 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

**Affordable Textbook Form**

The Digital OER Form - SB1359 requires Districts to inform students of courses that exclusively use digital materials and that are free of charge to students. Last year Arnie drafted a potential of what the form could look like. Brian shared Sample form from Arnie at <https://docs.google.com/forms/d/e/1FAIpQLScEAl7R6qCqIq4aK3kPCew3nPfkNQq6LLYVVWxJxOPLRXhNWw/viewform>

Mesa reported that a form would make it much easier for those using no-cost materials rather than submitting a Word document via email. Currently, the bookstore staff have to pull information off of those Word documents and put it into our system manually. Normal textbook orders can be input through the system and they go through to the Chair for approval. It would be great to be able to order books on the same system so people don’t have to go to two different places. There is no shortcut to the form, it has its challenges but not having the information has its challenges too. Lisa suggested that the OER liaisons on each campus send out the link to the Form. She said that instructors can forget that they have to contact the bookstore and that the OER liaisons are the aggregators of the information.

The group discussed that the bookstore usually sends one email towards the end of the semester. Some suggested multiple reminder emails with added information about how much students are saving via OER. At times, second reminder emails are replied to with resentment from instructors who paid heed to the first email. About two weeks before classes begin we're still missing 20% of the information. Some of the classes are not assigned until last minute and we have instructor assignment or materials changes. Also, we have many adjunct faculty who are using OER for the first time, and they're not going to know what we need to get it ZTC on the schedule for the students. Some instructors use a mixture of OER and other materials. Maybe a specific course uses both, and that course doesn't get credit for being OER or low cost.

Instructors would access and fill out the form within our bookstore system. They would select their core section or search for previous items used. After they add a new item, they can write a message and use an open field of comments ‘no books required’ that flows them right into the bookstore system, which then is vetted and flows into Victor's department. Which is how it ultimately gets classified in the Class Schedule. The information about what they're using can be put on that system request. The word document was a bit hard to use. So maybe changing it to a Google form that instructors can use and then the bookstore can print a report.

Sandra and Lisa think a short video on the process and how to fill out the form and what info to put in the comments field would be very helpful to gather required information.

Brian shared that we can add comments in the ‘faculty announcements.’ We can also send an email from the system so any faculty that has a teaching assignment for the semester will receive an email from the system, saying *‘Click on the textbook requisition and \*\*new feature\*\*... follow this link to flag your classes as zero cost textbooks*...‘ you could add some of the benefits, and explain the history. So, especially for new faculty that are adjunct faculty that just got hired, it would be a good way to encourage them to look at OER for the upcoming semester. Because faculty know their Chairs better, an email from the Chair can say here's a video to give you step by step instructions on how to submit your textbook

Diana asked that Continuing Education be added to the form. She also reminded the group that CE is on a different calendar schedule. Currently, we don't get any information regarding OER from CCE at all. We can work together and come up with a plan to make sure that we have the same opportunities for CCE that we do for the credit colleges. She asked if CCE faculty portal could have access to the bookstore requisitions.

The next step we should take is to put our form out there, as a group review it from both sides for bookstore and for faculty. Make sure all the questions are getting the answers that are needed and also that it's simple enough. We might still convert it to a Microsoft form which exports to a nice Excel sheet that might be useful for the bookstore. Hopefully we can launch the form for Summer.

**Research Survey Update**

The draft Research Survey is not ready. We are passing it through Institutional Effectiveness & Research who are helping to develop the survey, they will conduct one survey each for both faculty and students. Brian will share the draft with the group as soon as he receives it. If you have any input, suggestions, or edits please submit them quickly, we are hoping for a quick turnaround. We are aiming to send out the districtwide survey by November.

**Open Ed Conference**

This is Open Ed Week and hopefully you will be able to attend. It's going on throughout the week. The opening keynote was talking about trauma for a lot of folks, faculty experiencing different textbooks issues and really textbooks costs (OER.) Making sure that we're showing student voices and different perspectives in our textbooks and how that trauma could be every day for students not seeing who they are represented in the textbook. So there is a lot to cover and it should be a really interesting conference.

**ZTC Degree Program Award**

The State has allocated 115 million dollars for ZTC Degree Programs over a five-year period, it will be competitive for the colleges to apply. Brian is currently seeking more details but the state has not yet released information.

**Publisher's Proctoring Solutions**

Across the district, all colleges, we have decided not to purchase Proctoring solutions. There are a few programs that need it for accreditation purposes, but they are separate. We're finding out that publishers are listening to faculty in some levels across the nation and trying to bundle products that may be helpful in the educational experience, and one of those products is *proctoring*. Pearson and other publishers are saying, if you buy this book you also get a proctoring solution with it, and so it's kind of circumventing what is officially district-supported software. We need to be aware of this and not use these services unless it's very clearly disclosed to students; there can also be equity issues and a few other issues when it comes to proctoring which goes along with our districtwide camera recommendations that are Distance Education Steering Committee recommended. There is also a major concern with having students purchase proctoring solutions. There's a student handbook that outlines what's allowed to be purchased and proctoring should not be one of those services students are paying for.

**Define Courses for Class Search**

Students appreciate more information on costs, not just with ZTC but with low textbook cost, described for the most part across the country as $40 or less per course. Lisa has been attending the webinars through the ASCCC OER and they've been doing statewide audits on all the community colleges, Lisa annually fills out a form that all the OER leads on each campus through the ASCCC fill out. It’s an annual survey of the number of courses that are ZTC in the catalog. And then what is the number of courses that are *no-cost*, because we have exercise science classes and quite a few courses that have zero cost, but they are not technically ZTC. The ZTC description is supposed to be for digital materials, but we're getting audited from this group that is saying we're not in compliance because our courses with no-cost, are really no-textbooks and should not be included but are marked with the ZTC icon. Brian agreed that we need clarification and suggested we bring it back for our next meeting.

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