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

**March 3, 2022**

**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 (for Sandra Pesce,) Lily Cava, Lisa Burgert, Nancy Wichmann, Pegah Motaleb, Rob Meyers, Sol Madrid, Victor DeVore

**Welcome**

Brian thanked Victor and his team for their work on SB 1359. In order to be compliant

course sections that have “zero-textbook-cost" will be searchable and advertised to students. Last semester we started identifying a process for faculty to submit the SDCCD OER ZTC form.

Lisa announced that SDCCD now has nine ZTC Degree Pathways at Mesa College. Brian added that Miramar Math Department has been recognized by AS CCC for converting a number of Math courses to ZTC courses. Anne credited MyOpenMath, Pearson, WebAssign and the Miramar Math faculty who put in a lot of work.

**OER/ZTC Form Status**

This group worked last semester to move the requisition process from a Word doc to an online form. The form can produce a spreadsheet that will allow the bookstore to track requests and ease the process of manually inputting data into the Online Class Schedule. Over the break there was some work completed on the form. We are currently working with Nancy to find out who should have access to the data collected. Brian shared the ‘Open Educational Resources/No Textbook Cost/Low Textbook Cost’

Link to the form at [*https://forms.office.com/r/ES8RaExGYp*](https://forms.office.com/r/ES8RaExGYp)for further group review. We hope to launch the form soon for faculty to pilot for Summer semester.

Lisa discussed the ‘Low Cost textbook’ issue where the cost limit has been set at $40 or below. Brian is working with Victor to see if it is possible to create an icon as a separate category to differentiate *no-cost* from *low-cost*.

**Board Report**

Brian has recruited group members for information gathering for the upcoming report to the Board. He thanked Nancy for all of her work on pulling up numbers and breaking out stats. He also sent out the proposed PowerPoint to the colleges for their review of the materials. The presentation materials for the April Board meeting are due for submission on March 24. It is not clear if we will be asked to present the materials or if the Board will accept the information in report format.

Diana has sent out a faculty OER/ZTC survey to CCE faculty with a response deadline of March 4. After review of the responses she will be tallying up information and adding her findings to the slides. Nancy noted that Rob Myers is the person that gathers most of the colleges information which he submits to her for calculation and presentation.

The Board appreciates this group’s efforts and responds positively to OER/ZTC progression within the District. Noting the movement is woven into Equity and Accessibility issues for our students at all levels districtwide.

**Reporting Materials to the Bookstore**

Once materials are correctly reported to the bookstore, the bookstore enters the information, and thereby makes it easier for the District to track. It is also the law that we inform students properly. Brian asked the group how to better align the process for both the faculty and bookstore. Nancy reported that SP22 was a particularly difficult semester, instructors were not disciplined in reporting course materials to the bookstore making it difficult for students to prepare in advance for semester start. The campuses worked hard to track down previous orders and tirelessly tried to contact instructors. She noted that approximately 65% of bookstore calls received were pertaining to missing *course materials* requests. Ann commented that there were a lot of last minute instructor assignment changes which creates a problem for student preparedness because the *course materials* requests is instructor specific. Changes in course modality due to the pandemic also created a tough semester launch.

The group discussed how to make the process run smoother, especially around late assignment changes. Nancy reported that Department Deans and Secretaries were reminding instructors to report course materials requirements promptly. In the past, the bookstore had received at least 80% of all *course material* requisitions two weeks before semester start, this semester only about 60% had reported.

Rob shared a student experience where the student had paid Pearson.com for course materials, dropped the class, and they were contacting the bookstore to try to receive a refund. Once the student contacts vendors directly or outside of the bookstore, the district’s hands are tied when trying to help the students. Lisa reported students coming into the library having publisher Access Code problems with vendors like Pearson or Cengage, which can be very pricey for some courses. Access Code problems are exacerbated with the last minute instructor assignment and modality changes. The group discussed that it may be better to speak directly to the Academic Senates, Chairs, and/or Dean’s Council to share the impact and importance of the course materials requests. The VPIs have knowledge of the impact, but that does not always flow through directly to instructors.

Victor shared that faculty turning in census and grade rosters is also a problem. He suggested adding a line, ‘deadlines,’ in the CurricUNET Enrollment Timeline schedule. He would like to see *course material* requisitions deadline implemented, ideally before the Class Schedule is produced online. Noting that these are Ed Code and Title V issues. Nancy shared that City’s VPI requires an update sent weekly on what instructors/sections are missing orders. Nancy reminded the group that just because the online Class Schedule has launched, there is still a lot of changes going on at the campus level. It is a problem when the bookstore orders books for a section and that section get changed or cancels. Victor shared that there is also a request to move up Fall registration into May which may cause more complications. Campuses are busy and short-staffed, but the timelines have to match up. Brian would like to have these issues addressed well before students are affected. Brian and Victor will review the district schedule to see where an impact could be made.

**Other**

Lisa reported that Mesa’s ZTC Pathways group were pleased with the ZTC icon in the class schedule, but felt it was too wordy. The counselors were worried about the Campus Solutions interface, they would rather limit the wording and provide links to OER/ZTC webpages at the colleges. Victor has more flexibility with the new online class schedule, modifying Campus Solutions referencing takes longer.

Brian reminded the group that OER week starts next week. We have good SDCCD participation. A webpage has been created for the week with registration and flex information at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/oer_week-2022.aspx>

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