

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

**September 1, 2022**

**2:00 p.m. – 3:00 p.m.**

**Meeting Notes**

**Members:**

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

**Introductions**

Brian, District Office Dean of Online & Distributed Learning

Nancy Wichmann, District Office Responsible for Bookstore and Food Services. She has been a Pioneer of Affordability since 2008

Angela Boyd, Miramar Instruction and OER Librarian

Desiree Payne, CCE Curriculum Analyst and Acting Instructional Support Analyst

Victor Devore, District Office Dean of Student Services

Rob Myers, Mesa Campus Store Supervisor

Sol Madrid, City Acting Supervisor College Bookstore

Lisa Burgert, Mesa OER and Collection Development Librarian

Sandra Pesce, City Electronic Resource Librarian

Lily Cava, Miramar Bookstore Supervisor.

Mary Kingsley, SDCCD Online Administrative Assistant

Allen Kuo, Miramar Associated Student Government President

Diana Vera-Alba, CCE ESL faculty and OER Coordinator

Anne Gloag, Miramar Math faculty and Online Mentor, (w/guest intern SDICCCA)

**Review Committee Goals**

We are here to address Policy recommendations concerning textbook adoption, accessibility and procurement. We develop and educate about different strategies to reduce textbook costs, focusing on our disproportionately impacted students. Our goal is to promote the development and use of Open Educational Resources (OERs.) OERs are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright released under an open license that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others. This committee reports to district VPIs yearly to share our strategies on SDCCD OER, Affordable Textbooks and Zero Textbook Cost efforts and usage. We annually report to the Board through the OER and Affordable Textbook Report.

**Community Grant Project - Application Review Group**

The Community Funding Project is a $975,000 federal grant that was awarded to the [San Diego Community College District](https://www.sdccd.edu/) to expand programs that provide no-cost online textbooks and resources to students, saving them the cost of buying expensive books for their classes. The grant is also supporting CurricUNET Meta.

SDCCD has developed a webpage to promote the grant that provides funding and support for faculty to convert their course to a distance education format as well as converting instructional materials to zero-textbook-cost. The grant will provide instructional design support, NANCES for OER work, and support faculty to create and customize course materials. We worked on getting the application to receive funds from the state OER Grant to support development of ZTC degree or certificate pathway design support. This group will guide the efforts and applications for funding. We worked over the summer to create an application for faculty to request the funding or assistance; we will be evaluating the applications with a rubric. Courses will be evaluated on whether the course had high enrollment or low enrollment, and were materials designed for a single faculty to use or the entire department. We will be asking what the current cost for textbooks are and how those costs for students could be lowered. There are multiple factors for instructors to submit their interests.

Brian invited STAC members to participate in the application review group and would like to see a representative from each college participate. He has asked Online Faculty Mentors to serve and if possible would like to have student representation in the group. Review of the applications will be performed in Teams. Brian reported that distribution of the grant funds will be staggered over three years. The first round of applications should be reviewed by late November or early December. Brian asked the group to submit names of possible reviewers. If an instructor hopes to receive funding, they should not apply to be part of the review group. Ranking of awards will be based on largest or best use of the grant funds. There will be a separate application for each project that is identified. There are no restrictions on how many applications can be submitted from each campus.

The State is starting to slowly release information on the 115 million dollars set aside for the expansion of Zero Textbook Cost degrees. The CCCO will be releasing the funding in two phases. All credit colleges will receive $20k each to help in this effort without identifying specifics. The second phase is more detailed where they identify both college and regional needs. They will be identifying existing resources and hope to expand opportunities with Phase 2 funding up to $200k. The state will require a report on the number of degrees and the estimated savings per student and requires consulting with the Academic Senates.

Diana was on a call yesterday regarding the ZTC grant and specifically asked if CCE was included in $115k, and the answer was ‘no’ to Phase 1, but possibly Phase 2. She asked if anybody is interested in collaborating with CCE if funding becomes available in Phase 2. Lisa feels there would be a way to strategize (Allied Health) and include all colleges and CCE. If CCE builds a bridge from CCE to Colleges, it may be available for funding. Brian reminded the group that the degree must be identified in both the catalog and the class schedule. The state would like to see how many students the new resources affect. We are currently awaiting for additional information on Phase 2. It will be interesting to see how we can tie it in with the Community Grant Funding.

Diana questioned if the Community Online Grant includes revisions to OER or ZTC that have already been produced or does the work have to be from scratch. Brian will be meeting with VPIs to find out the structure of the funding. If there is little to no OER available and instructors are starting from scratch the project would need more funding. Brian does not have the funding structure or amounts until after meeting with the VPIs.

**AB132**

AB 132, existing law establishes the California Pupil Achievement Data System, which is maintained by the State Department of Education and consists of student data regarding demographic, program participation, enrollment, and statewide assessments. The new MIS XB12 that is coming down. The state is looking at identifying student cost for materials. The state is supporting a modification of reporting element of instructional materials. While they release the inquiry we need to make sure, we can comply. They have released five categories:

A. No textbook - (P.E. courses)

B. No cost for OER (student does not pay for materials) usually our ZTC courses.

C. Text cost that is NOT passed on to students (students are not paying. Either the institution or other sources are paying) and student can access the information free.

D. Low Textbook Cost

E. Regular Textbook Cost

Brian shared we will need to set up a way to report on ‘C’ above, text cost paid by others. Nancy shared an example of the licenses for the LSP program etc. Other possibility is the continued use of the materials purchased from HEERF funds. In both instances students do not pay, but somebody funded them. Lisa noted that the only reason Mesa was able to fund some materials was through HEERF funds that will end this year. We have other instances where we do not have enough licensing for all students to use at the same time, but enough licenses for 2-3 copies of an e-book that students can use when they need it (i.e. Dental and Japanese,) it is not 100% students have access to materials simultaneously. Brian noted that there is some leeway on reporting, each district has their own decisions. If some students are purchasing the book that would not qualify as ZTC.

Sandra shared that City buys class sets of textbooks, sometimes the library pays and sometimes it is the departments. As an example, the school of Business received funding to purchase textbooks (~35 textbooks) to have available in the library. Brian said if textbooks were not purchased by the students and are available to everyone, the course should be classified at ZTC. In a scenario where only five copies are purchased, than we error on side of not being free, terms are interpreted locally and we must decide.

Victor said the XB number is at the class section level; if you do have free books it would need to cover all students. Thanks to Nancy we are using SKU numbers for ‘A,’ ‘B’,’ D’, and ‘E’; we need help on ‘C’ they do have cost but not passed on to the students. Also, we may have to revisit ‘A’ courses without textbook requirements. We do have the coding done for the other MIS elements. Brian reminded the group that this is not immediate, but we are going to be aligning with the state system.

Brian will be emailing the librarians to obtain the information on no-cost textbooks from the colleges. Lisa agreed that the librarians would be the correct source of information; however, she warned that this information gathering is labor intensive and libraries are short staffed. She asked if there is funding available to help identify and sort this this information. Each campus would need to track the information, which involves working with a couple of different systems. There is also a need to double-check the licensing with the current list of textbooks and keep up with the changes semester-to-semester. Brian said that there is not funding allocated for support, but we can figure out a way to lessen the load, or ask each college for funds and find out how the colleges can support.

**Low Textbook Cost**

As a district we describe low textbook cost is under $40, we are currently working on that coding and icon. The state is also interested in tracking this information.

**Regular Textbook Cost**

Regular textbook costs are defined as not low-cost or no-cost textbooks. This information is already being reported.

Rob described how students can get used textbooks for ~$25, but we do not have enough at the low cost to cover all students. He is trying to go with digital books because they are lower cost. He said sometimes they can start a course with under $40 for used books, but then another section is added and they run out of used books so it would raise the cost. Brian said use the new textbook cost (not used) for the default choice, as we cannot guarantee the low cost. He said even new textbook cost/price changes, but we strive on providing the best information. Nancy said she would add under $40 if they could fill an entire class with used books. If there were more sections added, they would flip-off the low cost icon. Rob said it is difficult if students choose the course because of under $40 cost, then all of a sudden the price changes mid-way through. Nancy said it happens all the time. She said both the student is impacted and the reporting needs to change. Victor said the MIS reporting is completed 30 days after the semester. Fall textbook costs reporting is completed in January. For reporting the data captured is reported at whatever the last cost is in the system. Victor shared that the MIS – Management Information Systems - is the State Chancellor’s reporting system, everything we do from headcount, FTES, financial aid, employees is reported for funding purposes.

Brian asked that we list the new or full price for students. Nancy wants to make sure people know that we are working on value for students and digital and used books are part of that.

**OER Form**

We have an update to online form that faculty submit, it now has OER information. We can add a check box on what materials are being used and have a selection where ‘covered by the institution’ is an option. Lisa agrees with this change and librarians can verify, but this puts more work on the librarians.

**Announcements**

Open Education Conference 2022 will be held online Oct 17-20. Brian offered to sponsor group members. If you do not have support for registration please contact Mary Kingsley by 9/14. Conference link <https://openeducationconference.org/2022>

Nancy reported that the Google OER form was well received. Between summer and fall there were 106 respondents that used the online OER form; 52 were for summer and 54 were for fall so we had great support in the Google format.

**Next Meeting:** Thursday, October 6, 2:00-3:00pm