

Below, is a road map connecting different sections of the AP to the various references. Cursor down through the draft AP and you will see the breakdown.

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4042 Open Educational Resources and Low-Cost Textbooks

References: Cal. Ed. Code s. 66406.9; 20 U.S.C. Ch.28 s. 1015(b); Cal. Code Regs Tit. 4 s. 59404; Board Policy 4042; Board Policy and Administrative Procedure 4030; Strategic Enrollment Management Plan, 2024; Academic Senate Resolutions 19-3, 21-4

Definitions:

Open Educational Resources (OER) are teaching, learning, and research resources in any medium that are openly licensed, generally by Creative Commons licensing. Low-Cost textbooks (LCT) are textbooks that cost \$40 or less, according to the Hartnell College bookstore's pricing or the lowest price the textbook can be purchased new. Zero Textbook Cost (ZTC) course sections are course sections that do not carry an instructional materials cost for students.

Philosophy:

Hartnell College encourages faculty adoption of OER and LCT when feasible and within the parameters of academic freedom (BP 4042, BP/AP 4030). Hartnell College also supports the ongoing development of ZTC pathways to either a Degree, or a Certificate. The preferred mechanism for a course section to achieve ZTC status shall be the adoption of OER, as the adoption of OER supports student success and persistence by ensuring that every student gets their instructional materials on the first day of the semester.

Online Course Schedule:

The online course schedule shall comply with all relevant state and federal legislation.

The online course schedule will designate all ZTC and LCT course sections in a manner that is clearly communicated to students. This designation will be separate and distinct from the Hartnell College bookstore's adoption services, and will be updated when necessary.

The online course schedule will also be searchable for ZTC and LCT course sections, and the search process will be clearly communicated to students.

It is recommended that faculty will be responsible for providing textbook information in conjunction with the scheduling process, to ensure accuracy and streamline faculty's obligation to report this information more than once.

Promotion of ZTC and LCT Course Sections, and ZTC Pathways

To remove financial barriers to student enrollment, retention, success, and persistence, ZTC and LCT course sections and ZTC Pathways to Degrees and Certificates will be promoted to the greatest extent possible using Hartnell College web pages, Canvas (or the currently adopted Course Management System), and all appropriate advertising mediums. A robust marketing strategy for ZTC/LCT course sections and ZTC pathways will be developed and implemented on a regular and continuing basis in consultation with the Academic Senate or designee.

Information and Technology Resources (ITR) should take the necessary steps to ensure that external repositories promoting ZTC course sections like the California Virtual Campus (CVC) are functional. All students should be able to utilize CVC to view and register for Hartnell College course sections.

Inclusive Access

Inclusive Access is automatic billing where the instructional materials cost is included in the price of tuition and students must opt out. Inclusive Access is disfavored as it intrudes on student privacy interests and student choice.

See Board Policy 4042

Approved by Superintendent/President: May, 2024

AP 4042 Open Educational Resources and Low-Cost Textbooks

References: Cal. Ed. Code s. 66406.9; 20 U.S.C. Ch.28 s. 1015(b); Cal. Code Regs Tit. 4 s. 59404; Cal AB 607; Board Policy 4042; Board Policy and Administrative Procedure 4030; Strategic Enrollment Management Plan, 2024; Academic Senate Resolutions 19-3, 21-4

Definitions:

Open Educational Resources (OER) are teaching, learning, and research resources in any medium that are openly licensed, generally by Creative Commons licensing.

Low-Cost textbooks (LCT) are textbooks that cost \$40 or less, according to the Hartnell College bookstore's pricing or the lowest price the textbook can be purchased new. Zero Textbook Cost (ZTC) course sections are course sections that do not carry an instructional materials cost for students.

References:

[Hartnell College Academic Senate Resolution 21-4](#)

“Whereas, Open Educational Resources (OER) offer high quality teaching and learning resources that have been released under an intellectual property license, such as a Creative Commons license, that permits their free use, significantly reducing the expected price of annual textbook costs for students;”

[Hartnell College Academic Senate Resolution 19-3](#)

“Resolved that courses utilizing textbooks that cost \$40.00 or less shall be designated in the Hartnell College schedule as low-cost, so that students can identify classes with affordable textbook options thereby enhancing student preparation and success.”

Philosophy:

Hartnell College encourages faculty adoption of OER and LCT when feasible and within the parameters of academic freedom ([BP 4042](#), [BP/AP 4030](#)). Hartnell College also supports the ongoing development of ZTC pathways to either a Degree, or a Certificate. The preferred mechanism for a course section to achieve ZTC status shall be the adoption of OER, as the adoption of OER supports student success and persistence by ensuring that every student gets their instructional materials on the first day of the semester.

References:

[Hartnell College Academic Senate Resolution 21-4](#)

RESOLVED, That the Hartnell College Academic Senate support faculty efforts to increase student access to lower-cost high-quality textbooks and other instructional materials;

RESOLVED, That the Hartnell College Academic Senate support the development of Zero-Cost and Low-Cost Degrees and Certificates.

[Strategic Enrollment Management Plan](#)

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| Utilize ZTC grant funding to increase the number of ZTC pathways. | Continue to utilize ZTC grant funding to increase and offer fully ZTC pathways. | Continue to scale up the implementation of ZTC pathways. |
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Online Course Schedule:

The online course schedule shall comply with all relevant state and federal legislation.

The online course schedule will designate all ZTC and LCT course sections in a manner that is clearly communicated to students. This designation will be separate and distinct from the Hartnell College bookstore's adoption services, and will be updated when necessary.

The online course schedule will also be searchable for ZTC and LCT course sections, and the search process will be clearly communicated to students.

It is recommended that faculty will be responsible for providing textbook information in conjunction with the scheduling process, to ensure accuracy and streamline faculty's obligation to report this information more than once.

References:

20 U.S.C. Ch. 28 s. 1015(b)

(d) Provision of ISBN college textbook information in course schedules

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall—

- (1) disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes**

Cal Ed Code 66406.9

(a) Each campus of the California Community Colleges and the California State University shall, and each campus of the University of California is requested to, do all of the following:(1)(A) Clearly highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.(B) The digital course materials described in subparagraph (A) may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials. Each campus of the California State University, each participating campus of the University of California, and each community college district shall ensure that these materials comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 94-553).(2) Clearly communicate to students that the digital course materials used for the courses identified pursuant to paragraph (1) are free of charge and therefore not required to be purchased

AB 607.

Existing law requires each campus of the California Community Colleges and the California State University, and requests each campus of the University of California, to clearly highlight the courses that exclusively use digital course materials, as specified, and clearly communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased.

This bill would, commencing July 1, 2024, require each campus of the California Community Colleges and the California State University, and request each campus of the University of California, to prominently display the estimated costs for each course of all required course materials and fees directly related to those materials, for no less than ~~75%~~ *an annually increasing percentage, up to 75% by January 1, 2028*, of the

total number of courses on the online campus course ~~schedule~~ *schedule for which a faculty member or course instructor has been assigned*. The bill would define, for purposes of this requirement, “course materials” to include digital or physical textbooks, devices such as calculators and remote attendance platforms, and software subscriptions. By imposing new duties on community college districts, the bill would impose a state-mandated local program.

ASCCC Resolution 13.06 spring 22

Whereas, Provisions of the [Higher Education Opportunity Act](#) that went into effect in July 2010 require each institution of higher education receiving federal financial assistance to “disclose, on the institution’s Internet course schedule and in a manner of the institution’s choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule”;

Whereas, The Academic Senate for California Community Colleges encourages local academic senates to advocate for the implementation of a process for consistent, clear, and transparent messaging to students prior to registration regarding all material and supply costs in appropriate locations, including the schedule of classes and the bookstore ([Resolution 20.02 F20](#)); and

Whereas, Textbook information is commonly provided to students prior to and at the time of registration via a section-specific link to the bookstore, and the information may in some cases be inaccurate, misleading, or missing despite the best efforts of faculty to submit clear and accurate information in a timely manner;

Resolved, That the Academic Senate for California Community Colleges encourage local academic senates to work with local administration to ensure the online class schedule contains the clear and accurate textbook and class resource information submitted by the instructor, that their sections are properly noted with the zero-cost or low-cost icon if appropriate, and that accountability processes are established.

[Strategic Enrollment Management Plan](#)

Create and implement a strategy for scheduling ZTC pathways and making them identifiable in the course schedule.

Continue to implement and evaluate the scheduling strategy for ZTC pathways.

[Hartnell College Academic Senate Resolution 21-4](#)

“RESOLVED, That the Hartnell College Academic Senate support the designation of courses that have adopted Zero-Cost and Low-Cost textbooks in the online course schedule; “

Promotion of ZTC and LCT Course Sections, and ZTC Pathways

To remove financial barriers to student enrollment, retention, success, and persistence, ZTC and LCT course sections and ZTC Pathways to Degrees and Certificates will be promoted to the greatest extent possible using Hartnell College web pages, Canvas (or the currently adopted Course Management System), and all appropriate advertising mediums. A robust marketing strategy for ZTC/LCT course sections and ZTC pathways will be developed and implemented on a regular and continuing basis in consultation with the Academic Senate or designee.

Information and Technology Resources (ITR) should take the necessary steps to ensure that external repositories promoting ZTC course sections like the California Virtual Campus (CVC) are functional. All students should be able to utilize CVC to view and register for Hartnell College course sections.

References:

Strategic Enrollment Management Plan

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| Develop a marketing and communications strategy for attracting students to ZTC pathways. | Engage in an initial evaluation of outreach and communication strategies for ZTC pathways. Conduct an annual review of student achievement data among students in ZTC pathways. | Continue to engage in evaluation of outreach and communication for ZTC pathways. Continue to review student achievement data among students in ZTC pathways. |
| Begin working to ensure that Hartnell College's courses in the CVC-OEI are visible and rising to the top of the list. Ensure that the college maintains our POCR structure to badge courses for the CVC-OEI. | Develop and implement a communication plan regarding courses in the CVC-OEI. Begin tracking the number of students outside of Hartnell College enrolling in courses we offer through the CVC-OEI. Increase the number of badged courses offered through the CVC-OEI. | Continue to implement the communication plan regarding courses in the CVC-OEI, and evaluate the effectiveness of those strategies. Continue to track the number of students outside of Hartnell College enrolling in courses we offer through the CVC-OEI. |

Inclusive Access

Inclusive Access is automatic billing where the instructional materials cost is included in the price of tuition and students must opt out. Inclusive Access is disfavored as it intrudes on student privacy interests and student choice.

References:

Department of Education Inclusive Access response:

“Eliminate the provision allowing institutions to include the cost of books and supplies as part of tuition and fees (§ 668.164(c) and (m)). Current regulations permit schools to automatically charge students for books and supplies as part of tuition and fees, without student authorization, even when the materials can be obtained from a source other than the institution. The regulations permit these charges if the school has a contract with a third-party publisher or retailer, offers the books “below competitive market rates,” and gives students a way to opt out, so long as the student can obtain the books and supplies by the seventh day of the payment period. The Department is concerned that lack of disclosure and transparency limits students' ability to find less expensive materials or assess if their school is offering the most affordable arrangement. Under the proposal, we would maintain the allowance for including books and supplies in tuition and fees when institutions demonstrate there is a compelling health or safety reason, or if the institution is the only option for students to access the books or supplies.