

Los Rios District Affordable Learning Materials Committee (DALM): Agenda & Minutes for December 2, 2024

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Preliminaries

- DALM meets on the first Monday of the month from 3:30-5:00 pm during the fall and spring semesters. When the first Monday is a holiday, it pushes to the second Monday of the month.
- ~~In-person at the District Office Conference room 323N~~ NOTE: The December 2024 meeting will be remote only due to a scheduling conflict at the district office. Connect via Zoom: [Join DALMC](#)
- Facilitators: Andi Adkins Pogue, Frank Kobayashi
- Notetaker: Rotates alphabetically by campus - December = SCC
- Members present: Andi Adkins Pogue, Frank Kobayashi, Rebecca Goodchild, Doug Herndon, Sarah Lehmann, Carlos Lopez, Dana Wassmer, Andre Bazos, Yeny Pena-Grafton, and Megan Ozeran.
- **Consent Item:** Review & Approve: [November 2024 DALM Minutes](#) - approved.

Updates & News:

Passed: Changes to Title 5: [Burden Free Access of Instructional Materials](#)

- Underlined text in the draft indicates the additions to the existing regulations. Double underline and double strikeout indicate changes that were made for the second read and vote. A clean version has not yet made public, but will eventually be published as a new section (54221) of [subchapter 4](#) (Student equity) of chapter 5 of Division 6 of Title 5
- These changes passed at the November 18 meeting ([see recording](#)). Shout out to CRC, which was highlighted as a success.
 - Several members expressed support for the measure before a vote was called, including President Amy Costa who praised faculty for doing this difficult work when they are already overburdened with legal challenges (AB 705/1705, AB1111 - common course numbering)
- Challenges that were also raised during the meeting:
 - Eric Kaljumagi, President of the California Teachers Association expressed concern that the legislation mentions “fair use”, but doesn’t define it. He says this could open up faculty to personal liability. He also expressed concern that bookstores will be impacted. He urged the board to provide guidance and support in these areas.
 - Public comment included VP of government relations at the National Association of College Stores, who also expressed concern over lack of consultation with bookstores in writing the changes.
- Frank will investigate what revision services LRCCD subscribes to in order to make updates to:
 - Student Policies: [2253 Instructional Materials Fees](#)
 - Instruction Policies: [7134 Textbooks](#)
 - Any others?
 - Andi suggests we bring this item back in the spring to make sure it stays on our radar.

Los Rios LibreNet Membership Renewal

The District has again covered the full cost of the membership (district parent and each college).

OER/ZTC Resolutions for Fall 2024 Plenary

All of these passed (Note 111.04 was not included in the original packet, but was a late add):

- [105.02 “Encouraging Funding for Printing Lab Manuals to Achieve Zero Textbook Cost \(ZTC\) Status](#)
- [105.03 “Encouraging Transparency and Eliminating Automatic Billing Practices in Course Material Access.”](#)
- [111.04 Open Educational Resources and Publication Date](#): Background on this one: Resolution 111.04 F24 Open Educational Resources and Publication Date was a late addition because of a query from an Articulation Officer who shared that a textbook date

was required to submit a course outline into ASSIST. Given the curriculum changes and resubmissions to ASSIST that are presently happening due to the system's Common Course Numbering (CCN) Project, proposing an immediate solution seemed prudent. It should also be noted that the CCN templates explicitly encourage the inclusion of OER.

- CRC's AERC is bringing local resolutions on the same topics to its Academic Senate in spring 2025.

ZTC Degree Grant Reporting Requirements

Reminder that reporting is due on Dec. 31, 2024. Details and instructions are outlined in notes from a November webinar: [ZTC Progress & Expenditure Report](#) (recording is up).

Discussion Items

XB12 Data Elements

- Test Environment & Feedback: Dec. 2-6, 2024:
 - **Test Environment:** This is set up and ready for use. If you are classroom faculty who has classes assigned in spring 2025, you can test the form by logging in with your regular wID and password. If you aren't scheduled to teach a class in spring 2025, you need to use one of the [available test logins](#) (when you click, if you don't have access, request access). Note: These are actual people and actual classes, but this is a test environment and nothing you do will impact the actual class schedule. And remember that if I login as user A and enter details into the form and then someone else logs in as user A and submits the form again - the second submission will override the first.
 - **Feedback:** Provide feedback on this document: [ZTC eForm Updates - Issues Tracking Log](#) (might need to request access).
 - Note - the issue with multiple labs assigned to a single lecture still persists. Each college is asked to track these courses to make manual updates when needed.
 - **Next Steps:** After testing and correcting any identified glitches, changes will begin in the actual live environment with a goal of migrating the week of December 16. More details TBA.
 - **Action:** Possible Flex workshop in Spring 2025: ZTC eform updates (Andi will coordinate for all 4 colleges). Status: **complete** - see [February 3, 2025 meeting for details](#).
- Suggested changes to [Faculty ZTC eForm webpages](#) on employee websites have been submitted. This information is syndicated at all 4 colleges. Changes are based on the document all members were asked to review and add to by Monday Nov. 25: Edits: [ZTC Eform FAQ](#) (changes are shown in a different color)
 - **Action:** Andi will update slideshow when changes are in place: [slideshow with step-by-step instructions](#). Status: **complete** - see [February 3, 2025 meeting for details](#).

- **Action:** Andi will create a new video to replace [ZTC eForm video instructions](#) when changes are in place. Status: **complete** - see [February 3, 2025 meeting for details](#).

Other Suggestions for Student Ease of Finding ZTC

- Putting a pop-up message on the online class schedule (not eServices) that could direct students to the [ZTC page](#), which includes instructions on how to find these classes.
Action: **Not possible**. Only the banner message system is available.
- Textbook cost filter update: TBA
- Adding “Classes with Free Textbooks” to the 6x6 Header update: This proposal has been rejected by the PIO team, saying the “navigation is designed to serve as a high-level guide, and adding too many specific links can dilute its effectiveness.” The PIO team would like to think about other ways to highlight this resource.
 - Andi requested that they get feedback from students. Where do students look for information? PIO? Research office? Counseling? Student senate? Who should we contact on this?
 - Aside - our chatbot is problematic, especially for OER/ZTC information.
- Adding a section to the Financial Aid pages **Action:** Andi still needs to investigate this. Status: **complete** - see [February 3, 2025 meeting for details](#).

Looking Ahead to Update Spring 2025 XB12 Data

- Some colleges are rolling data over (spring 2024 rolled to spring 2025). Do colleges want DOIT to do a blanket update? Options:
 - Anything that is marked B is changed to E - This will be part of the Central Service Ticket
- If requesting manual updates, don't use E, G, or F until we can get the Class Attribute Configuration Table updated otherwise, the symbol will not push through because these attributes have not yet been turned on. Andi will alert the group when they are in place.
- Outreach to faculty - Let's discuss the best way to do this. It could be a presentation that includes this and AB 607. Report to DAS?
- Reminder - testing will be over by the end of this week (first week of December).

[AB 607](#)

- The committee has agreed that reporting items other than textbooks is best done through Follett. Sarah worked with Rachel to create slide show instructions, which has been updated with our input from the last two meetings: [Reporting Material Costs and Adopting Supplies at the Los Rios Bookstore](#)
 - **Action:** Need to add a slide that if not adding supplies at the bookstore, need to add a class note (and include estimated costs) Example: A student must have the PPE, and other EMT equipment to participate in clinical hours, which could cost between \$50-\$100 depending on the source. The instructor will provide students with a list of required equipment and possible vendors. Status: **complete**.

- To get a class note in the class schedule, please contact your dean and department chair.
- Next steps:
 - Share with faculty through email. Andi will create an email that we can forward to our respective colleges on the AB 607 updates.
 - Webinar? Flex event?

Open Education Week (March 3-7, 2025)

- FLC is planning events
 - Student panel on experiences with textbook costs, flex type event about new eform (for summer/fall 25 classes), highlight OER “champions” (send out nomination forms), and more.
- CRC has this on the AERC agenda and may plan something

General Discussion:

- Dana - has there been any discussion with students about these topics? Finding information, having student specific workshops, etc.? How do we promote this to students?
 - Andi - in conjunction with tutoring held an event with food to promote this event, but there was minimal attendance. Success coaches have workshops where this information is included. There’s also a module on OER/ZTC on CRC’s Zero Textbook Cost website. Consider reaching out to your local student senates.

DALM Goals for 2024/25 academic year

1. Find a reasonable path forward to collect accurate XB12 data while also making it easy for students to find ZTC courses.
2. Outreach for XB12 and AB607
3. Explore options for designating ZTC courses and degrees
 - a. Map Maker? There is an enhancement that allows you to upload a spreadsheet that will add the ZTC superscript to all ZTC courses in the maps
 - b. To get this enhancement, make a Service Central request
4. Isolate what has worked in our district colleges (i.e. how they did it), and try to implement it at the other colleges that have not had that specific success.
5. Goal: Maximize OER/ZTC Grant money for all LRCCD colleges
6. For SCC: get a dedicated ZTC person
7. Increase OER adoption
8. ARC has a robotic scanner: how can we share/use this resource across the district?
 - a. Note: we should make sure the CDL books are not available as an ebook license

Next Meeting

Monday February 3, 2024 at 3:30 pm

