2022-23 AERC Annual Report

The Affordable Educational Resources Committee is a subcommittee of the Academic Senate. It is desirable to have representation from each Career and Academic Community as well as student membership.

Membership

Andi Adkins-Pogue (chair), Dave Andrews (ANFR), Adam Wadenius (AME), Mike Pereira (ACDT), Marjorie Duffy (BCS), Heather Hutcheson (ELS), Kelsey Ford (ELS), Nam Lam (SME), Roy Simpson (SME), Jena Trench (SME), Loi Nguyen (SME), Karl Zoller (SBS), Michael Lawlor (administrator), Kris Hubbard (administrator)

Meeting Dates

AERC meets on the second Tuesday of the month during the fall and spring semesters from 3-4 pm.
- 2022 Dates: Sept. 13, Oct. 11, Nov. 8, Dec. 6 (Note:The December meeting happened on the first Tuesday to avoid conflicts with finals week.)
- 2023 Dates: Feb. 14, Mar. 7, Apr. 11, May 9.

Committee Goals

The committee took the following action on goals that were articulated at its September 13, 2022 meeting.

Goal One: Promoting and Advocating for the CRC OER Award Program - Ongoing

This is an ongoing goal that was achieved this year through outreach from AERC chair, Andi Adkins Pogue, and committee members represented each CAC and advocated for affordable educational resources to their constituents. Participants have until Friday May 19, 2023 to

complete all milestones to receive their stipend awards. Work will continue over summer to finish up ZTC work by individual faculty members.

Goal Two: Helping faculty find and fill out the ZTC form through Employee Self Service - Ongoing

The new ZTC eForm allows for real-time updates in eServices and the online class schedule. The creation of [ZTC eForm FAQs](), and [How To resources]() help walk faculty through this process. Outreach is ongoing, but faculty are beginning to see the benefits of the self-reporting tool that allows them to easily update all classes with a single form. Future goals include correcting the glitch that happens with lecture/lab courses when a single lecture course has multiple labs (faculty are not able to update using the ZTC eForm) and helping faculty understand the necessity of checking the ZTC eForm each semester even though the data will roll over. This is necessary because some assignments may change. There is also a desire to create tools (e.g. email templates) that can be used by administrative assistants and department chairs to help remind faculty to fill out the ZTC eForm and/or report their textbook adoptions to Follett.

Goal Three: Helping faculty find and fill out textbook information through Follett Discover (including OER) - Ongoing

Updates using the new ZTC eForm are sent directly to Follett in the form of a spreadsheet report. This allows the textbook manager to know which courses are ZTC and if a faculty member does not want to include information about specific free resources in the bookstore listing, no other step is required. If faculty want to share information about their free or commercial textbook, they're asked to go through Follett Discover or to communicate directly with the textbook manager. Recent organizational changes to Follett mean a single textbook manager is overseeing all four colleges. Instructions are included in the [ZTC page of the employee website]() in the form of Google slideshows:

- [Using Follett Discover to report OER materials to the bookstore]()
- [Using Follett Discover to report commercial textbook adoptions to the bookstore]()

Goal Four: Update how to discover ZTC classes and promote to students - Ongoing

Andi solicited feedback from committee members, the Student Senate, Counselors, Success Coaches, and Outreach Specialists to develop a plan to help better advertise ZTC classes to students. Efforts include:
- Adding ZTC information to [Program Maps]() (ongoing)
- Adding a [ZTC degree/certificate page to the website]() (complete with ongoing updates)
- Adding ZTC information to transfer requirement PDF documents used by counselors (coming)
- Adding ZTC information to GE and transfer information in the college catalog (coming)

- Creating 1-page informational handout for counselors and support services professionals (coming)
- Creating a ZTC module in Canvas that can be shared in CAC and orientation shells (coming)
- Adding a link to ZTC in the "Enroll" step for the [Get Started and Apply](#) options for different types of students (complete)
- Recording an informational video for Welcome Center staff to understand where ZTC information is and how to share it with students (coming)
- Creating a pamphlet, bookmark, and large poster for Welcome Center and other support services areas (coming)
- [Social Media toolkit](#) for promoting ZTC (complete)
- A homepage banner that runs when schedules are released and students begin registering (complete with ongoing push)

Goal Five: Long-term planning for use of funds and/or making ZTC work sustainable over time - Ongoing

The committee created a resolution to address this issue. Andi will continue to work with administrators to get long-term support for the initiative.

Additional Items

In addition to the goals the committee took the following actions:

Establishing an Effective and Sustainable Zero Textbook Costs Program Resolution

The [Establishing an Effective and Sustainable Zero Textbook Costs Program Resolution](#) was adopted by unanimous vote at the May 12, 2023 Academic Senate meeting. The purpose of this resolution is two-fold:

1. **Encourage district and college support for ASCCC OERI**: The State Chancellor's office still has millions of the $115M ZTC budget to disburse to colleges. CRC is advocating that a portion of this be used for continued support of the ASCCC Open Educational Resources Initiative.
2. **Encourage district and college support for a continued OER/ZTC coordinator:** Each California Community

Regular Updates to Academic Senate

Announcements related to the OER Award Program and formal written reports were often shared at the academic senate meetings.