

Los Rios District Affordable Learning Materials Committee (DALM): Agenda & Minutes for April 7, 2025

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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. Connect via Zoom: [Join DALMC](#)
- Facilitators: Andi Adkins Pogue, Frank Kobayashi
- Notetaker: Rotates alphabetically by campus - April = FLC
- Members present: Andi Adkins Pogue, Frank Kobayashi, Megan Ozeran, Carlos Lopez, Dana Wassmer, Paula Cardwell (guest), Yeny Pena-Grafton, Sarah Lehmann, Doug Herndon, Rebecca Goodchild, Andre Bazos
- **Consent Item:** Review & Approve: [March 2025 DALM Minutes](#) - approved

Updates & News:

ZTC Office Hours

[Andi's notes from 3/28/2025 ZTC office hours](#). Key takeaways:

- Acceleration funds (and any use of \$320K to backfill) should be expended by Dec. 31, 2026, with pathways in place by fall 2026. If using \$320K to create new degree/certificate pathways, you have until June 30, 2028, but implementation must be in place by fall 2027.

- Report how you're using the \$320K by **May 2, 2025** ([ZTC 2025 Allocation Status](#)) - Administrator in NOVA needs to submit the form
- Create a generic email and report it for creation of a college-specific Cool4Ed account. Report that email address on this form: [ZTC: Cool4Ed Contact](#). Deadline is by the end of the spring 2025 semester. You can make this request through Service Central, admin will need to sign off.

Discussion Items

RFP for College Bookstore

- Request made to Mario asking for faculty involvement in writing and screening RFP. He has forwarded the request to the chair, Koue Vang (ARC) and said she would reply after discussing with the external consultant and other VPs.
- Possible resource: [Open Oregon draft for RFP tool kit](#)
- [Discouraging Automatic Textbook Billing resolution](#) passed by CRC senate. Is there any interest in other colleges pursuing similar resolutions or a district-wide resolution from this committee?

XB12 and AB 607 Resources

- XB12: Adding a ZTC eForm link on Rosters Page - [Service Central request submitted 2/21/2025](#) to see if this is even possible. No update on this request. Waiting on the back-end to be updated to modern coding language.
- AB607: Exploring idea of adding a new field to the section details of the online class schedule that could indicate course material costs. Kevin Wong has been briefed on the idea and it is possible, but ideas are prioritized by the instruction leadership team (VP's/AVC) to determine the order in which ideas are allocated funding. Our request is #w behind AB1705 work, which needs to be in place by July 1, 2025. If we think this is a good idea, we need to advocate with our VPs to express support. If this group thinks it's a good idea, should we take it to individual colleges or DAS for more input? Service Central idea request (IDEA0001094 done 3/11/25: [AB607 Compliance Brainstorming](#)) - will hold off on this until Andi and Frank chat about system planning
 - Reiteration of previous hope that we can create just one form/system for all the reporting that we ask faculty to submit
 - CRC librarians have started asking faculty to fill out reserves request form because bookstore reporting is so spotty, and possibly linking to ZTC form at the end so they just continue to next form even though different system
- New slideshow created for DAS discussion from last month: [DALMC: Creating Cost Transparency for Students](#)
- Answers to questions that came up during DAS presentation
 - **Question:** Could some of the costs be listed in the program descriptions for degrees where we know there are classes that require costs?

- **Answer:** The [AB 607 legislation](#) specifically requires information to be published “on the online campus course schedule” so students have a clear understanding of costs before they register. You could write a generic section note that links to the program description. Example: There are additional expenses up to \$50 for course requirements. Details are outlined in our XX program description. (The XX program description would link to the specific area that outlines what students need to purchase).
- **Question** about lab fees: what are the rules around assessing lab fees? Previously it was if students would walk away with a tangible item, such as printed photographs
 - **Answer:** That is correct. This is stated in the [CCCCO Student Fee Handbook](#) (Appendix A, P. 52). A lab fee may be implemented for materials that students use to create objects they take home. Specifically, when materials like clay, film, canvas, paint, etc., are transformed into personal projects. Conversely, the district should provide materials used solely for practice that remain school property without a fee. Therefore, when students produce items they will keep, a lab fee is often necessary to cover the cost of these materials. If faculty feel a lab fee is the best way to facilitate needed supplies (rather than having students buy the material themselves through the bookstore or another vendor), they should work with their deans to set up appropriate budgetary processes through the business office. This ensures that lab fees paid through eServices are allocated to the specific department budgets for which they are intended.

General Discussion:

- Planning for 320K and additional Acceleration funds
- SCC approved a 0.4 FTE ZTC Coordinator position
- Andi will see if we can run Canvas global announcement to encourage faculty to submit ZTC form for fall classes

Future Agenda Item

Note: This is being kept on the agenda as a reminder that future action needs to be taken. ASCCC OERI has a webinar on this topic on Thursday April 17 at 11 am that Andi will attend.

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

- Frank is investigating what revision services LRCCD subscribes to in order to make updates to:
 - Student Policies: [2253 Instructional Materials Fees](#)
 - Instruction Policies: [7134 Textbooks](#)
- At some point in the semester, Paula Cardwell (DAS President), Andi, and Frank will work together with the District's General Counsel, to draft language for the Board Policies and bring them through the formal approval process. [CCC-OER Google Group discussion](#)

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 - In progress
2. Outreach for XB12 and AB607 - Complete, but ongoing
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 May 5, 2025 at 3:30 pm (last meeting of this academic year).