

Los Rios District Affordable Learning Materials Committee (DALM): Agenda & Minutes for February 3, 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 - February = ARC
- Members present: Andi Adkins Pogue, Frank Kobayashi, Sarah Lehman, Megan Ozeran, Rebecca Goodchild, Andre Bazos, Dana Wassmer, Carlos Lopez, Doug Herndon, Deborah Saks, Paula Cardwell (guest)
- **Consent Item:** Review & Approve: [December 2024 DALM Minutes](#) - approved.

Updates & News:

Chancellor's Office ZTC Office Hours

These take place on the last Friday of each month starting at 9:00 am. The Zoom link changed starting with the January 31 meeting. If you attend these, please make sure your connection information is updated ([new link](#)). This was sent out on the ZTC Listserv on Jan 16, 2025 .

LibreTexts Updated Website

[LibreTexts has redesigned and updated its website](#). They have also started a series of free monthly webinars. Details will be published on the [Academy section](#) and in their newsletter (sent to everyone with a LibreOne account).

OER/ZTC Resolutions

CRC is putting forward two resolutions this semester based on some of the actions passed at the fall plenary. Feel free to copy/revise, etc. for your colleges. These are tentatively planned for a first read at CRC's February 21 Academic Senate meeting.

- [Discouraging Automatic Billing Practices in Course Material Access](#)
- [Encouraging Funding for Printing Lab Manuals to Achieve Zero Textbook Cost \(ZTC\) Status](#)
- There was a request by a committee member to remove the phrase "sister colleges" from the automatic textbook billing resolution as it might undermine efforts of other LRCCD colleges from implementing a trial of this practice. CRC said it would take the suggestion back to its Affordable Educational Resources Committee before moving forward. CRC did not feel comfortable agreeing to remove the phrase without consulting its committee members first.

Discussion Items

ZTC 2025 Allocation

The State Chancellor's Office released a memo on December 18 ([ZTC 2025 Allocation ESEI-24-71](#)) that outlines an additional \$320K for for ALL colleges to continue ZTC work. Each college must use the funding to implement a minimum of two academic program ZTC pathways. The memo also states these funds can be used to support coordinator positions. A webinar was held on January 29, 2025 and Andi took notes: [ZTC 2025 Allocation Webinar](#). Key points (some taken from 1/31/25 office hours and not reflected in the webinar notes):

- If an Acceleration grant application was fully funded without having to participate in a collaboration cohort, but the original request was less than \$200K and you now realize you need additional funding, you can put some of the \$320K toward this as long as you stay at \$200K /degree or less. You need to communicate this to the Chancellor's office.

- If you plan to use some of \$320K for a new degree that was previously part of a collaboration cohort, you will fill out an Impact grant application and develop a plan with knowledge of the [ASCCC Collaboration Cohort report](#) (avoiding duplication or showing that we're collaborating with another institution). Plan will indicate how much of 320 we will be using for the degree.
- If you were part of a collaboration cohort and asked for additional funding, but didn't get as much as you asked for, you can put some of this \$320K toward those degrees as long as you don't go over \$200K/degree. You will be required to report this to the Chancellor's office by May 2. They will send out a template.
- The \$320K along with any additional funding you requested for collaboration cohort grants will come together as a lump sum in the P-1 allocation (late February or early March). You should forward your award letters to DO so they know how much to move into your local budgets.

Discussion on ZTC 2025 allocation during meeting:

- The Chancellor's Office will give the Los Rios District all the ZTC grants for all the colleges in one lump sum, so it will be important for each campus to keep track of how much funding they were awarded.
- Please forward your award emails to Frank Kobayashi so he can help keep track of the funding and ensure each college receives their allocations
- For the \$320k, you can use the memo from the Chancellor's Office announcing the award.
- All collaboration cohorts are complete and [reports are available on the OERI website](#) (scroll down to Current Status of Collaboration Cohorts section)

XB12 and AB 607 Resources

The eServices form has been live since around Dec. 18 and new codes should be pushing through in the ZTC attribute field. All Bs were manually changed by IT to Es before the form went live. It's recommended that all faculty fill out the form again to review the new definitions and make sure designations are correct. The weekly submission report indicates many faculty are doing this, but there are still a lot who have never accessed the form. Updates and

Resources:

- Andi updated DAS at its first meeting/retreat on 1/21/25 and this is also scheduled for an upcoming DAS meeting to allow more faculty to ask questions or provide feedback.
- Slide show instructions have been updated: [Using the Employee Self Service ZTC Reporting Tool to Add or Remove the ZTC Symbol](#)
- Video instructions have been updated: [ZTC eForm Instructions \(2025 update\)](#)
- FAQ pages for each college have been updated (including the addition of an FAQ that links to the [Reporting Material Costs and Adopting Supplies at the Los Rios Bookstore](#) slide show:
 - [ARC ZTC eForm FAQs](#)
 - [CRC: ZTC eForm FAQs](#)
 - [FLC ZTC eForm FAQs](#)

- [SCC ZTC eForm FAQs](#)
- [Spring 2025 Flex Workshop: No Hidden Fees: Building Student Trust through Material Cost Transparency](#): This event covered both XB12 and AB 607 and was recorded and this document includes the Zoom recording. Andi is working to get it on CRC's PD YouTube channel where it will have proper captioning. Feel free to share the Google doc with your faculty.
- Do we want to do any other outreach?
 - Andi mentioned this information at the Spring 2025 DAS retreat. It will also be announced at the next DAS meeting, and Andi added the information to the DALMC DAS discussion board in Canvas.
 - Should we consider doing outreach each semester? Noted that there will be many new faculty members hired this Fall
 - Committee agreed we will need to do ongoing outreach

Other ZTC Updates

- Student video for searching eServices has been updated and linked at all four colleges:
- ZTC filter on [CVC Exchange Search](#) is now working for Los Rios classes
- ZTC tile for online class schedule is still pending (we have requested an ETA from web services)
- ZTC placement so students have more potential in finding it. This is a reminder that our request to have it in the global navigation header at the top was denied. CRC has it linked in the left panel on the following pages:
 - [Financial Aid and Fees](#) (subpage under Tuition and Fees entry)
 - [Enroll in Classes](#) (subpage of ZTC Degrees and Certificates)
 - [Value and Affordability](#)

[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 started a student nomination campaign to honor faculty who are ZTC. See nomination form: [OER/ZTC Champion Nomination Form](#). We plan to recognize faculty during this week and beyond. We will likely rely on LibreTexts, OERI, and other entities for specific PD and events.

Future Agenda Items

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](#)

Discussion on changes to Title 5:

- 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.

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 March 3, 2025 at 3:30 pm