

Zero Cost Course Materials (ZCCM) Projects

Fall 2025 - Chico Affordable Learning Solutions (CAL\$)

Chico State's Affordable Learning Solutions program (CAL\$) seeks to support faculty in their efforts to reduce or eliminate course materials costs for students. Faculty can apply for one of the following four options this Fall:

1. **ZCCM Adoption.** Faculty will complete a *Course Review and a Proposal for Changes* as guided by the asynchronous "Reducing Course Materials Costs for Students" Canvas training. Faculty must complete the Canvas training (including quizzes and built in assignments) before submitting their completed *Course Review and a Proposal for Changes*. If faculty have previously completed this Canvas training, they can complete a new Course Review and a Proposal for Course Changes for a different course without repeating the training. Upon successful completion, faculty will receive a \$500 stipend.
2. **ZCCM Implementation Project*.** Faculty can use this project to create or revise instructional materials to align with new or recently adopted zero cost course materials (ZCCM). Course-specific teaching materials may include a combination of the following: syllabi, lesson plans, classroom activities, worksheets, and assessments. These materials are to be put in place during the 2025-2026 academic year. Upon successful completion, faculty will receive a \$500 stipend.
3. **OER Adaptation Project*.** These projects are intended to improve existing ZCCM materials and produce a cohesive, course-ready resource. Faculty may choose to update and revise existing OER, or supplement existing ZCCM with their own content. While faculty may write some original content (typically less than 10,000 words), these projects are largely editorial or organizational in nature. The final product should be licensed with an appropriate Creative Commons license (ideally CC-BY or CC-BY-NC) to be shared with other faculty. Upon successful completion, individual faculty will receive a \$700 stipend (a faculty team would receive \$1000).
4. **OER Creation Project*.** Projects should develop original openly-licensed course materials to replace commercial textbooks or other at-cost materials. These projects are ideal when suitable OER or other ZCCM do not exist. Projects typically result in comprehensive instructional resources (e.g. textbooks, manuals, readers). Larger projects may be divided into manageable phases appropriate for completion during a semester. The product should be licensed as CC-BY or CC-BY-NC, and published to an OER repository. Upon successful completion of the outlined goals (including licensing and publication), individual faculty will receive a \$1000 stipend (a faculty team would receive \$1500).

**The "Reducing Course Materials Costs for Students" Canvas training is a prerequisite for the ZCCM Implementation, OER Adaptation, and OER Creation projects (options 2-4). This asynchronous training takes about 15 hours to complete.*

Faculty (or faculty teams; an option for OER Adaptation and Creation Projects) must submit an [Application](#) by **Tuesday, September 2nd, 2025 (11:59 p.m. PST)**. Faculty proposing to work on a project (options 2-4) will link a proposal outlining their project. Proposal formats will vary depending on the type of project (see proposal outline below for details). Faculty can only apply for one option during this project period.

Applications will be reviewed by members of the CAL\$ Advisory Board and the Office of Faculty Development. Projects will be evaluated on the following:

- Potential for student savings (priority going to projects replacing costly materials),
- The course has high enrollment and/or is frequently offered, and
- Faculty have previously completed a workshop/training with CAL\$.

OER Adaptation and Creation projects will also be evaluated on:

- The project's contributions to the course (addresses course content needs),
- The project's contributions to the OER community (the developed resource is for a topic or discipline where no other OER are available), and
- Goals and feasibility of the project.

All deliverables must be submitted by Monday, December 15th. Faculty working on projects (options 2-4) are expected to meet with a project mentor at least twice: in September and again in November. Deliverables for these projects include demonstrating that their project goals have been met (i.e. a link to a file with their created resources) along with a project summary to be used for a [Cool4Ed](#) Showcase.

Faculty who adapt/create OER will be asked to follow the guidelines for OER provided by the Chancellor's Office Affordable Learning Solutions (AL\$) program, listed below. A CAL\$ mentor(s) will help you meet those guidelines.

- ✓ Reporting to CAL\$ the dollars saved by students (this is done by completing a very brief survey sent each semester).
- ✓ Revised or newly created materials are submitted to a public resource including COOL4Ed.org.
- ✓ Materials follow CSU accessibility standards. Chico State's [Technology Equity and Inclusion](#) is a partner with CAL\$ and can help faculty with this.
- ✓ Courses should be [designated as no-cost materials \(ZCCM\) in the campus course schedule](#) (if relevant) [as per Senate Bill 1359](#).

If you have any questions about the CAL\$ opportunities for Fall 2025, please contact Beth Shook (bashook@csuchico.edu).

Zero-Cost Course Materials Project Proposals

ZCCM Implementation proposals should be no more than one page single-spaced and include:

- **Faculty and Course Information:** Include the name(s), email(s), department affiliation(s), course number, and course name.
- **Estimated Savings for Chico State Students:** Clearly outline the number of sections offered per year for the course, and how many students take the course annually. Also identify previously utilized course materials and their associated costs.
- **Adopted Zero-Cost Course Materials:** Identify what ZCCM materials you are planning to implement in your course. These may include OER, library resources, or other.
- **Project Description:** Detail the specific items to be developed during the summer. Include a proposed timeline, considering any other commitments you may have. If the project is too extensive to complete this summer, outline specific goals for the time frame.

OER Adaptation and OER Creation proposals should be limited to three pages of single-spaced text and must include the following information:

- **Faculty and Course Information:** Include the name(s), email(s), department affiliation(s), course number, and course name.
- **Estimated Savings for Chico State Students:** Clearly outline the number of sections offered per year for the course, and how many students take the course annually. Also identify the currently utilized course materials and their associated costs.
- **Impact on the Course and the OER Community:** Discuss the significance of developing these resources for the specific course or discipline. Provide a brief overview of what is already available in OER repositories or as eBooks in the library related to the subject matter. Additionally, describe your plans for licensing and distributing the developed resources to students and potentially to faculty at other institutions.
- **Project Description:** Detail the specific items to be developed during the summer. Include a proposed timeline, considering any other commitments you may have. If the project is too extensive to complete this summer, outline specific goals for the time frame.
- **Faculty Expertise(s):** Summarize the faculty's relevant expertise regarding the topic and any experience in writing for students or the public. (Limit this section to 100 words.)
- **Preliminary Work/Example:** Indicate whether any prior work has been invested in this project. Please include a table of contents or an outline for the proposed project, not exceeding one page. If applicable, provide an example chapter or section of the OER, which may be linked to a separate document.

- **(Optional) Quality Assurance:** Explain how you plan to ensure your OER meets high-quality standards. What measures will you take to verify the quality of the content and the final product?
- **(Optional) Mentoring Needs:** Identify any specific mentoring or technology needs that you've recognized for this project.