Textbook Affordability Subcommittee Meeting
Minutes for 25 February 2025, 1-2pm

Attendees: Sarah Harmon, Carlos Luna, Nada Nekrep, Anniqua Rana

Absent: Chialin Hsieh, Jai Kumar, Hyla Lacefield

I. Introductions and Welcome (5 minutes; Information)
II. Updates (5 minutes; Information/Discussion)
    a. CCCCO ZTC Grant Updates
       i. No updates since January. The funding that Cañada has been awarded hasn't yet been released to the district. (All other colleges are also awaiting their funds.) More information in our March meeting.
III. New Agenda Item: OER/ZTC Project Coordinator Proposal (10 minutes; Information/Discussion)
    a. Using the funding that the college will receive from the CCCCO 2025 ZTC Allocation, the proposal would be to create a 2-year, grant-funded position to do all of the data, analysis and budget work associated with the OER/ZTC program. This would be a 12-month Classified Managerial position. (District HR will inform Dean Rana of the specific position level.)
    b. Duties include working with Library and Distance Education faculty in managing ZTC projects, collecting and analyzing data, creating and managing ZTC budgets, applying for and attaining grant funding, identifying ZTC/LTC courses and marking them in Banner/WebSchedule.
    c. Much of this work is outside faculty purview, particularly with respect to budget and working in Banner.
    d. A new OERI Liaison would be appointed (one of the Librarians, most probably), with the current OER/ZTC Coordinator position being phased out.
    e. Dean Rana has taken this to the President's Cabinet, who do support it. She will be taking this to Academic Senate on 27 February, and to Planning and Budgeting Council after that.
    f. If there isn't enough support for the position, alternatives will be identified to ensure that the work is continued.
IV. ZTC/LTC Student Survey (20 minutes; Information)
    a. To be sent out in March to all ZTC/LTC courses at Cañada
    b. Review and finalize questions.
V. OpenEd Week 2025 (3-7 March) Planning (25 minutes; Information/Discussion)
    a. District Plans
       i. SMCCCD Open Education Week website with links to all of our events, plus others that we've given a spotlight to
       ii. Wednesday, 5 March, 11am-12pm: "Creative Commons Licenses" with Vincent Kang and Majdolene Dajani (SKY). Zoom only; registration required.
       iii. Thursday, 6 March, 11:30am-12:30pm: "Copyright Workshop and Microcourse" with Pia Walawalkar and Ame Maloney (SKY). Zoom only; registration required.
       iv. Friday, 7 March, 12-1:30pm at CSM: OER and AI. In-person and Zoom. (In-Person RSVP to Jennifer Howze-Owens by 5 March 2025 if you want to join in-person and have lunch). Zoom registration required for those who wish to attend via Zoom.
       v. All week: OER projects by awesome SMCCCD faculty
    b. Cañada Plans
       i. Wednesday, 5 March, 2-3pm, FTLCL (9-154) and Zoom. Fair Use, Copyright ("How Not to Be an Accidental Pirate"). Zoom registration required.
       ii. Library display, geared to inform students on OER and other ZTC materials.
       iii. Start of the student survey (Sarah will email this out on Monday, 3 March)
       iv. Information will be sent to all faculty and the campus community
VI. Adjourn

Important links

- Textbook Affordability Subcommittee website
- Textbook Affordability Subcommittee SharePoint site
- OER/ZTC LibGuide
- SMCCCD OER/ZTC Website

- [ASCCC OERI Website](#)

Next meeting: 25 March 2025, 1-2pm, [Zoom](#)