

Textbook Affordability Subcommittee Meeting Minutes for 25 November 2025, 1-2pm, via [Zoom](#)

Attendance

- Present: Amira Alkeswani, Leonor Cabrera, Sarah Harmon, Nada Nekrep, Marina Noel, Anniqua Rana
- Absent: Chialin Hsieh, Jai Kumar, Carlos Luna
- Guests: John Pérez

Agenda

- I. Introductions and Welcome (5 minutes; Information)
 - a. Leonor is moving to CSM in the Spring; looking to replace her in the Spring.
- II. Updates (10 minutes; Information/Discussion)
 - a. CCCCCO ZTC Grant Updates and Updates from CCCCCO
 - i. ZTC grant reporting in December 2025; we're on track on all of our pathways and projects.
 - ii. LibreTexts has been awarded the RFP to be the main OER repository for CCCCCO ZTC grants. There will be more information to come, but this will be a well-supported way for faculty to share their OER materials.
 - b. Updates from the OERI
 - i. Spring webinars will be announced soon, but will include topics on OER and AI.
 - ii. In Spring, the OERI will host 4 regional in-person workshops for LibreTexts/ADAPT. (Cañada will also host our own, since we're now part of the LibreNet subscription. More info soon!)
- III. [Spring 2025 ZTC/LTC Student Survey](#) Updates (15 minutes; Information)
 - a. Sarah has met with ASCC, EAPC and PDPC to talk about the results. Overall, much of what TAS notice has also been observed by these groups. The students, in particular, commented on the need for more marketing of ZTC/LTC courses and supports.
 - b. Sarah will be meeting with the Learning Center and the Instructional Deans soon to share information, talk about programming ZTC/LTC in courses and tutoring services.
 - c. Following up with faculty department coordinators ahead of scheduling.
 - d. Sarah created a [ZTC/LTC Syllabus Blurb App](#) on Playlab that helps faculty create the appropriate syllabus blurb in student-friendly language. This was emailed out to Spring 2026 ZTC/LTC faculty, and it's also on the [ZTC for Faculty page](#), the [Syllabus Guide](#) and [Sample Statements](#).
 - e. PDPC noted the need to have more training for faculty, both on what ZTC/LTC is and how to guide their students on how to use the materials. That's a project for the spring.
- IV. District-wide revamp of ZTC Incentive Project Awards (30 minutes; Information/Discussion)
 - a. From the District Office and our VPAS: we need to move away from awards/stipends and towards hourly-rate payments. This is because CalPERS doesn't allow for stipends/awards for work being done, and CalSTRS tends to align with what CalPERS is doing.
 - b. Skyline and CSM are looking to restart their programs; [Cañada](#) will do summer-only.
 - c. Textbook Affordability Solutions Workgroup (TASW) looked at the [MiraCosta ZTC Guidelines](#), but with modifications.
 - i. Skyline did a [mock-up](#) of hourly breakdowns for projects, but it still needs tweaking in terms of the hour caps for each type of project.
 - There was concern by AFT that these projects wouldn't be open to all, or that the quality of the projects would be compromised. TASW has made it clear that projects are available for all faculty, regardless of role or position. Quality would not be compromised and will be of primary importance.
 - We wouldn't support just a straight adoption with no modifications nor Canvas shell, since our current AFT contract doesn't compensate faculty for textbook changes. TASW recognizes that it does take time to do that work, whether using a publisher material or OER/ZTC materials, and we hope that we can revisit this in the future.
 - The different levels of projects would be indicated initially in the faculty application;

- they would indicate what they wanted to do for the project and indicate their projection of time that's needed. The final decision on the level of project being done would be in discussion with the Program Manager and others involved in the project.
- Project requirements and hour-maximums would be finalized in the agreement at the start of the project.
 - Budgeting for these projects will be crucial; the hours will be paid at the special rate. Cushions will be built in to allow for changes in rate and retroactive payments.
 - If faculty need an extension beyond the term that they're working in but still have hours left in their project, they can continue working on the project until they have exhausted their maximum hours. This would be decided on a case-by-case basis.
 - Just as before, if faculty start a project before the agreement is in place, none of the work completed before the agreement is settled can be compensated.
- d. Move training to QOTL/Micro-courses for initial training, with required training for projects
- i. OER Basics and Accessibility Basics (or SMCCCD-tweaked of them) will be the backbone of the trainings, capped at 10 hours. That's based off of Ame Maloney and Sarah Harmon having taken them, plus numerous Skyline and Cañada faculty who have taken them.
 - ii. The @One training would be capped at 20 hours, which is what it says it will take folks to complete.
 - iii. Any micro-courses would be capped at 2 hours. SMCCCD has a Copyright Micro-course
- e. [IDEA Framework](#) being involved in the projects
- f. Question: If there is a course being developed that the faculty would like to make ZTC, will there be support to ensure that students will still be able to take the course?
- i. Answer: Yes! Sarah and Anniqua will help as they can.

V. Adjourn

Important links

- [Textbook Affordability Subcommittee website](#)
- [Textbook Affordability Subcommittee SharePoint site](#)
- [OER/ZTC LibGuide](#)
- [SMCCCD OER/ZTC Website](#)
- [ASCCC OERI Website](#)

Next meeting: 27 January 2026, 1-2pm, via Zoom

Focus: Controlled Digital Lending and initial planning for Open Education Week