

Textbook Affordability Subcommittee Meeting Minutes for 28 October 2025, 1-2pm, via [Zoom](#)

Attendance

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

Agenda

- I. Introductions and Welcome (5 minutes; Information)
 - a. Welcome new members: Amira, Leonor and Marina!
- II. Updates (10 minutes; Information/Discussion)
 - a. CCCCCO ZTC Grant Updates/CCCCO
 - i. Not much to report at this time.
 - ii. Sarah will be submitting the next big report in December. More on that soon.
 - iii. The Burden Free Instructional Materials memo went out to college administrators. Cañada/SMCCCD is already in compliance with most everything. The Board Policy and Administrative Procedure on Burden-Free Instructional Materials
 - b. Updates from the OERI
 - i. Many [workshops and webinars](#) coming out; more information to come!
- III. [Spring 2025 ZTC/LTC Student Survey Results](#) (30 minutes; Information)
 - a. Slide 8 notes, on how much student spend on course materials and all other materials for their courses
 - i. CTE programs are still a gap, but Sarah and Library are working with Interior Design to get more of their courses ZTC.
 - ii. Professional development and training of faculty is highlighted here. We should share these data to capture that this training and work is having an impact on students
 - iii. The data show the need to have district-wide connections on Library resources, particularly with respect to vendors. This should help us with further funding of Library e-resources.
 - b. Slides 15-19 notes, on students' comments about ZTC/LTC materials
 - i. OpenStax, PressBooks and LibreTexts all have PDF download options that render accessible PDFs. Faculty need to be made aware of this, and then tell their students, so that students have off-line access to the text.
 - ii. We need faculty voices on how they find ZTC/LTC materials easy to use—let's look into running a faculty voice survey in the Spring.
 - iii. Accessibility gaps indicate that we need more training, including connecting faculty with Jenny McGuire (our Instructional Designer who focuses on accessibility).
 - iv. Marina ran a student survey in her own two courses, focusing on the OpenStax texts that she uses. Very positive responses, in line with what this survey suggests. They also liked the ancillary materials that come with it.
 - v. Amira noted that more support is needed for Canvas-based materials.
 - c. Slide 22 notes, on the tech tutors and other support
 - i. Clearly, we need to connect students and faculty to the Learning Center more, and repeatedly.
 - ii. Embedded tutors know about the ZTC texts being used, but general tutors don't. We should connect with Ron/Julian re: tutor training. It can be as simple as the tutors asking the students, "Can you show me your textbook?"
 - iii. Sarah is working on syllabus language for ZTC/LTC courses, including information on workshops and help in the Library and Learning Center. (More on that in November.)
 - iv. While the Library does have a number of OER and other ZTC texts on reserve in physical form, the Learning Center doesn't. The library actually does the cataloging for the Learning Center reserves, but one of the issues we encounter is that requests don't come in from them often. ASLT will work on ways to create better alignment.

- d. Slide 28-29 notes, on the other ways that Cañada can support students re: affordability and their messages to faculty
 - i. Yay! The students appreciate the work!
 - ii. This work does take time, and the students are indicating that they see it.
 - iii. More visibility and marketing—including issues with Banner 9 not having visible markers for ZTC/LTC courses.
- e. Next steps
 - i. Sarah will bring this to Academic Senate and Student Senate; she'll also reach out to Umoja, STAR, EAPC and IPC to see if they are interested in discussing the data and next steps.
 - ii. Leonor: Connect with Coordinators, since they are able to disseminate information to their programs easier
 - iii. Amira: Division meetings, showcasing ZTC faculty and bring others into the conversation for support and encouragement
- IV. District-wide ZTC Program Awards (15 minutes; Information/Discussion)—TABLED
 - a. Sarah is meeting with district ZTC leads and HR to get clarity on how compensation must be documented and submitted today; will report back.
 - b. We'll come back to this in November.
- 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: 25 November 2025, 1-2pm, via Zoom