

# Textbook Affordability Subcommittee Report for ASGC Meeting of 14 October 2021

## ***Update on Subcommittee and Membership***

- Meetings are the 4<sup>th</sup> Tuesday of the month, 1-2pm.
- Thanks to Lisa Palmer of English for agreeing to be the Humanities and Social Sciences Representative!
  - Business, Workforce, and Design
  - Kinesiology, Athletics, and Dance
  - Counseling

## ***The Latest on the Budget***

- District sent us a 3-year budget plan to work on—presented to Cabinet on 11 October. We were asked by the District to ‘dream big’—so we did!
- Skyline and Cañada budgets are very similar, with the hope of some of the line items being picked up at the district-level (e.g. Accessibility Specialists, Summer OER/ZTC Institute, library e-subscriptions). (No word on CSM’s budget, but it’s expected to be similar.)
- Highlights include:
  - OER/ZTC Coordinator being a full-time/tenure-track position that works at .6 on OER/ZTC, with the other .4 for instruction. The OER/ZTC work will include project management for grant work, working with faculty, staff, and administration to encourage more adoptions, work with district colleagues to create programs for professional development, and more.
  - Faculty Services Librarian at .5 (can be part of a current full-time librarian’s work) to work with faculty to find resources, catalog and curate resources, and more.
  - Classified support staff and student assistants to help with the work
  - Money set aside for attending conferences, supporting faculty with OER/ZTC adoptions, and more.

## ***Textbook Adoptions!***

- Get your Textbook Adoptions in! Deadline is 22 October. Please use the [Textbook Adoption Website](#) that Jai sent out to us on 8 October.
- For any OER/ZTC-based courses, please list on your adoption and inform your division assistant for appropriate identification in WebSMART. Please copy Sarah Harmon ([harmon@smccd.edu](mailto:harmon@smccd.edu)). You can also see the [TAS Textbook Adoption site](#) for more information. (Or the next page!)
- There will be an updated process/website for Summer/Fall 2022—more on this in future reports.

## ***Meetings and Newsletters***

- September/October Newsletter is out!
- Next meeting is 26 October, 1-2pm. See Sarah for the Zoom link.

# Spring 2022 Textbook Adoptions and OER

Each semester, faculty are asked to submit their textbook adoptions in a timely manner--and it is time to do this for Spring 2022. Additionally, we need to make sure that if you are using open-source and free materials for your courses, that they are ready for dissemination to your students--meaning, are they in compliance with copyright laws, and are they accessible. And we need to market these courses on WebSchedule as soon as possible, because we know that students are looking for these courses!

## **Submitting your textbook adoption**

Please do one of the following options to submit your textbook order:

- You can submit your adoptions via the Bookstore's [Faculty Adoption page](#).
  - If using an OER, please use the 'Add Book' tab to give as much information as possible. In lieu of the ISBN, please put in the URL where the material can be found.
- You can email Jai Kumar ([kumar@smccd.edu](mailto:kumar@smccd.edu)) with your information. Please include for each course:
  - CRN
  - Course and section
  - Title, author, and edition of text
  - If using OER that is available online, please add the URL. Please also include any other information that you can about your resource.
  - If you're using Inclusive Access for any of your publisher materials, please state that.
- You can use the PDF form.
  - If you're using OER, then please indicate that on the form, giving as much detail as you can.

## **What if I'm using an open-source (OER) material or a series of open-source/free materials?**

### **Step 1: Let Jai know**

You have ways of indicating this on any of the above-mentioned methods of reporting your adoption. If you are using a series of open-source materials, then please indicate that to Jai as soon as you can via email. This is so that your materials can be verified that they do not infringe on copyright laws, or are indeed open-source.

### **Step 2: Let your division assistant know**

Next, you need to let your division assistant know that you're using these materials, so that your course can be labeled in WebSchedule accordingly.

- If you are using all free and/or open-source materials, then your course will be labeled ZTC (zero textbook cost).
- If you are using course materials that cost \$40 or less (via the Bookstore price), then your course will be labeled at Low-Cost. (If you don't know how much your materials cost, contact Jai.)

Please email your division assistant, copying Sarah Harmon ([harmons@smccd.edu](mailto:harmons@smccd.edu)), to let them know. Your division assistant will input that information into Banner, which will then display it correctly on WebSchedule. Sarah will follow up with you at the beginning of the semester to collect a list of what you're using.

### **Step 3: Let your students know**

Finally, don't forget to put it on your syllabus that your course is using OER, especially if it is ZTC. Students are looking for that information, and we need to be transparent to them about the course. We also need to work these materials into our Canvas course shells, ensuring that students have instant access to them once the course is opened.

**Important note: If your course uses no materials at all, it cannot be labeled as 'ZTC'.**

## **Deadlines**

**Please respect the following deadlines!** If there are changes, let Jai know immediately.

- Spring 2022: **22 October 2021**

These dates are crucial to ensure the best pricing on publisher materials, as well as to allow time to verify OER materials.

## ***Questions?***

If you have questions about any of this, please reach out to:

- Textbook Adoption: Jai Kumar
- Open educational resources: Sarah Harmon or Diana Tedone-Goldstone
- Integrating materials into your Canvas shell: Allison Hughes