ZERO TEXTBOOK COST DEGREE

RFA NUTS & BOLTS

Stephanie Ricks-Albert
Dr. LeBaron Woodyard
California Community Colleges Chancellor’s Office
March 14, 2017
11:15–12:15 PM, PST
AUDIO SETUP

IF YOU ARE LISTENING OVER THE TELEPHONE, CLICK THE TELEPHONE HANDSET ICON.

IF YOU ARE LISTENING OVER YOUR COMPUTER, ADJUST THE VOLUME WITH THE SLIDER.
If you have a question during the webinar, please type it in the chat window, preface it with ???, and raise your hand. This will help streamline the question and answer process.
PARTICIPANT INTERACTION

**EMOTICONS**
Emoticons automatically disappear within seconds

**STEPPED AWAY**
Click once to step away, click again to return

**HAND RAISE**
Click once to raise your hand, click again to lower

**POLL RESPONSE**

CLOSED CAPTIONING

Captioner adds icon to the session. Click CC icon to view Closed-Captioning window.

Audio & Video

Talk Video

Make background and font changes here.

Closed-Captioning window:

Conversation appears here in text form. Choose background & font colors. Choose font type and size.

Each time you close the Closed-Captioning window a new transcript is started, so only the captions that were entered since the last time you opened the window will be saved.
SAVE CHAT OR WHITEBOARD
ZERO TEXTBOOK COST DEGREE RFA NUTS & BOLTS

Stephanie Ricks-Albert
Dr. LeBaron Woodyard
California Community Colleges Chancellor’s Office
March 14, 2017
11:15– 12:15 PM, PST
BACKGROUND: The Zero Textbook Cost (ZTC) Degree program initiative resulted from a number of studies revealing that the rising costs of education impacts student attendance and course selection. These studies revealed that students make a decision to attend college, select a college major and/or select a class based upon the cost of attendance and the cost of course instructional materials. This research peaked the interest of the California Legislature to reduce the overall cost of education for students and decrease the time it takes students to complete degree programs.

PURPOSE: To develop and implement the greatest number (minimum of one) ZTC program pathways for the benefit of the greatest number of students.
What is a ZTC Degree?: A community college associate degree or career technical education certificate earned entirely by completing courses that eliminate conventional textbook costs by using alternative instructional materials and methodologies, including open educational resources.

The ZTC programs must be:

- Clearly identified in the college catalogs and class schedules
- In compliance with Federal Americans with Disabilities Act (Public Law 104-197) and the Federal Copyright Act of 1976 (Public Law 94-553).
- Sustainable after the grant funding is exhausted.

Instructional material included in a ZTC program must be zero cost to the student.
A planning grant enables a college to conduct research, professional development, meetings, coordination, and other resources and activities that are required to organize and discuss the components of adapting/creating a zero textbook cost degree/career technical education certificate.

An implementation grant enables a college to implement a ZTC degree/career technical education certificate because the planning process is completed.
EXECUTED AGREEMENT

- Face Sheet: Must go through College & Chancellors’ Office signature process.
- Advanced Payment: Will be processed after Grant Agreement has completed the grant execution signature process.
- Performance Period:
  - Planning: Jan 1, 2017 – Sept. 30, 2017
  - Implementation: Jan 1, 2017 – Dec 31, 2017
**PROJECT MONITORING**

- **Project Monitor contact information:**
  - Stephanie Ricks-Albert
  - 916.323.3093
  - 916.327-8232
  - sricksal@cccco.edu

Subject line – college name: grant #, subject
Eg. Apple Hill: 16-066-026 Amendment?
COST & PAYMENTS

- Refer to the ZTCD RFA, Appendix C, Article I, Item 1

**PLANNING & IMPLEMENTATION**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Advance Payment</td>
</tr>
<tr>
<td>40%</td>
<td>Progress Payment</td>
</tr>
<tr>
<td>20%</td>
<td>Final Payment</td>
</tr>
</tbody>
</table>

- **Advance Payment:** Processed after grant agreement is fully executed
- **Progress Payment:** Processed after review and approval of the progress reports by the Chancellor's Office
- **Final Payment:** Processed based on the Final Performance and Expenditure Reports
BUDGET CHANGES

- Refer to the ZTCD RFA, Appendix C, Article I, Item 2

- Budget Categories
AMENDMENTS

- Refer to the ZTCD RFA, Appendix C, Article II, Item 2
  - Required when:
    - Extend completion date
    - Materially change work to be performed
    - Change in Total dollar amount of grant agreement
  - Grantee must:
    - Complete CCCC0 amendment form
    - Submit letter of justification
    - Submit 3 copies of a revised: 1) Application Budget Summary signed by CBO and 2) Application Budget Detail Sheet
    - Ensure documentation is received 60 days before the end of the performance period
    - Wait for State Project Monitor’s written approval before implementing changes

Forms are available on the Chancellor’s Office Academic Affairs division OER web page.
BUDGET CONCERNS

- Refer to the ZTCD RFA, Appendix C, Article II, Item 9
  - Work performed prior to CCCCCO approval
  - Preparation of grant application
SUBCONTRACTS/SUBGRANTS

- Refer to the ZTCD RFA, Appendix C, Article II, Item 11

  - Written approval prior to selection of Subcontractor/Subgrant
  - Requirement to disclose purpose of Subcontractor/Subgrant
  - Subcontractor/Subgrant requires CCCCCO approval to another Subcontractor/Subgrant
  - Subcontractor/Subgrant prohibitions
    - Former State Employee
    - Current State Employee
    - Immediate Family/Spouse of current CCCCCO Employee
AUDIT

- Refer to the ZTCD RFA, Appendix C, Article II, Item 12
  - Maintenance of records
  - Access to records
Refer to the ZTCD RFA, Appendix C, Article II, Item 14

- District employee
- CCCCCO employee
INTELLECTUAL PROPERTY

- Refer to the ZTCD RFA, Appendix C, Article II, Item 18

- Work for hire
- Creative Commons

![Creative Commons License](image)

This license lets you distribute, remix, tweak, and build upon the original work, even commercially, as long as you credit the original creation. This is the most accommodating of licenses offered.
WORK BY CCCCCO PERSONNEL

- Refer to the ZTCD RFA, Appendix C, Article II, Item 21
CURRICULUM DEVELOPMENT

- Refer to the ZTCD RFA, Appendix C, Article II, Item 27

- New courses/Substantially modified
- Programs (certificates/degrees substantially modified)
TERMINATION

- Refer to the ZTCD RFA, Appendix C, Article II, Item 22

- Options
REPORTING

Refer to the ZTCD RFA, Appendix B

- The Grant Quarterly Report consists of two pages, the Quarterly Activity Report and a Quarterly Expenditure Statement. These two forms are located in Appendix B of the RFA.
- Complete both pages and note that all information included must be cumulative.
- Report:
  - Number of degrees developed & implemented
  - Estimated annual savings to students
  - Number of students who completed a ZTC program
  - Recommendations to increase, expand or improve the degree offerings
REPORTING FORMS

- Refer to the ZTCD RFA, Appendix B
REPORTING LOGISTICS

• Failure to submit these reports can result in withholding of funds. When the report is complete, mail two copies and email it to the Chancellor's Office Project Monitor at eppdunit@cccco.edu

• All products developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a web site location to be determined.

• Report must be received by the Chancellor's Office Project Monitor on or before the following deadlines:

<table>
<thead>
<tr>
<th>Planning Grant</th>
<th>Implementation Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2017 (quarterly)</td>
<td>April 1, 2017 (quarterly)</td>
</tr>
<tr>
<td>July 1, 2017 (quarterly)</td>
<td>July 1, 2017 (quarterly)</td>
</tr>
<tr>
<td>October 31, 2017 (Final)</td>
<td>September 30, 2017 (quarterly)</td>
</tr>
<tr>
<td></td>
<td>January 31, 2018 (Final)</td>
</tr>
</tbody>
</table>
TECHNICAL ASSISTANCE

- Assessment
- Webinars
  - Planning
  - Implementation
- Interface Development
  - PLN
  - COOL4ED
- Conference
The Online Clearinghouse is the recently launched California Community Colleges Professional Learning Network located at: https://prolearningnetwork.cccco.edu/.

The California Digital Open Source Library is the California Open Online Library for Education located at: http://cool4ed.org/.
REGULATORY REFERENCES

- California Education Code
  (Chapter 1, Part 48, Division 7, Title 3, Article 4, §78050-78052)
- AB 2261 (Ruskin, 2008) Community Colleges: Open Education Resources Centers
- SB 1052 (Steinberg, 2012) Public Postsecondary Education: California Open Education Resources Council
- SB 1053 (Steinberg, 2012) California Digital Open Source Library
- AB 798 (Bonilla, 2015) College Textbook Affordability Act
- AB 1602 (2016) (Higher Education Trailer Bill)
- SB 826 (Leno, 2016) Budget Act of 2016
- SB 1359 (Block, 2016) Public Secondary Education: Course Materials
OER RESOURCE TOOLS

- CCCC0 Academic Affairs Division OER webpage
  - Zero Textbook Cost Degree RFA
- California Community Colleges Professional Learning Network
- California Open Educational Resource Council (COERC)
- California Open Online Library for Education (COOL4ED)
- Community College Open Education Resources Consortium (CCCOER)
- Multimedia Educational Resources for Learning and Online Teaching (MERLOT)
- Open Educational Resources Library (OER Commons)
- OpenStax