

# Zero-Textbook-Cost Degree Grant Program

(RFA #17-085)

## Frequently Asked Questions

(As of: 9-14-17)

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**Instructions:** Click on the hyperlinked question below to view the answer.

1. [Can a course be offered with the option for students to use the OER materials OR a commercial textbook?](#)
2. [Do we have to use one of these \(cohort, hybrid, conventional\) pathways?](#)  
[Our students tend to take classes to fit their work schedules rather than to remain part of a cohort.](#)
3. [Is it good enough to have a pathway or multiple pathways that are OER that the cohort can take, but not force these students to take only those courses?](#)
4. [Work for Hire – Does the faculty retain original copyright or does the copyright belong to CCCCO \(or the state\)?](#)
5. [Please repeat what grant funds cannot be used to pay for.](#)
6. [What will be the reporting timelines to track the students?](#)
7. [If OER materials are gathered from outside sources and not CREATED by faculty, are they to be posted on the Online Clearing House?](#)
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9. [Is it acceptable if a course has NO textbook costs but is also not an OER instructional material?](#)
10. [Any OER developed under the ZTC grant would be copyrighted by the state?](#)
11. [How do we list OER in the Course Outline of Record that goes to State Curriculum Inventory system? The cohort model limits enrollment and is very restrictive for most us.](#)
12. [Looking at FAQ #1, for those colleges who did not apply for or get a planning grant, what do we need to do to write a competitive implementation grant application?](#)
13. [Is there a list of degrees/certificates that are already using ZTC funds? Our understanding is that we cannot duplicate so we are hesitant to request funds if the program we want to move to OER has already been funded through ZTC?](#)
14. [Is there a list of degrees/certificates that are already using ZTC funds?there a list of degrees/certificates that are already using ZTC funds?](#)
15. [If using OpenStax, do we post those materials on the Clearing House? If we do, won't that create quite a bit of redundancy? Every PSYCH 101 course that uses Open Stax, for example?](#)
16. [Our Course Outline of Record requires us to list "Textbook." We list the publisher, title, etc. If there is none, can we merely list OER?](#)

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  18. Is a prerequisite course required to be OER if it is in the ZTC pathway?
  19. What if you're using OER that has already been developed and was not developed by faculty?
  20. Bookstores will be able to offer printing services for OER, however, Is that right?
  21. Does "Current state employee" include faculty at other colleges. We are planning on getting a team of faculty in the discipline throughout the CCC. Is that against policy?
  22. If we find just about all students in a cohort will need to begin in a basic skills course, can the ZTC funds be used to move the basic skills courses to ZTC in addition to the courses that they will take after they have completed their basic skills classes?
  23. If there is a prerequisite that is not listed as a major requirement, but simply must be taken prior to taking all major requirements, must that prerequisite be OER?
  24. Would all sixty units of a student's AA pathway need to be zero cost?
  25. Are elective courses need for a student's major or Area of Emphasis required to be zero cost?
  26. Could funds go towards paying faculty members to develop master classes?
  27. How can a Department be incentivized to offer at least one or two transfer-level sections that are zero cost without using the word 'stipend,' could the grant offer release time for example?
  28. What degree models of ZTC program pathways (Cohort, Hybrid, and Comprehensive) are acceptable for this grant?
  29. Are elective courses needed for a student's major or Area of Emphasis to be zero cost?
  30. Are prerequisites required to be zero cost?
  31. What are some of the benefits for faculty developing OER instructional materials?
  32. Can a course in the Online Education Initiative Exchange be used in a ZTC program pathway?
  33. Would our Contract Education/military courses be allowed to count for a zero textbook cost pathway if those courses are not offered on the regular side?

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**1. Can a course be offered with the option for students to use the OER instructional material OR a commercial textbook?**

No, if the use of a commercial textbook in the ZTC pathway requires the student to pay for the commercial textbook.

Yes, if the use of a commercial textbook in the ZTC pathway is paid for by another party (college or publisher).

The primary focus is that the textbook must be free to the student. The problem with this model is sustainability after the grant funds go away. The party (college or publisher) must continue to incur the cost of the commercial textbook in the ZTC pathway.

Instructional materials in the ZTC pathway do not have to be OER but all materials in the pathway must be zero cost to the student.

The instructional material can be a commercial textbook but the college or publisher is giving the material to the student for free.

**2. Do we have to use one of these (cohort, hybrid, conventional) pathways? Our students tend to take classes to fit their work schedules rather than to remain part of a cohort.**

The college must use a particular pathway that will allow the student to proceed. One of the requirements of this legislation is to report data on the number of students who have completed the ZTC pathway. If the college just reports on the number of course sections students completed then the college will have zero students who completed the ZTC pathway. The grant applications are ranked higher for those colleges that have developed the highest number of ZTC pathways to serve the greatest number of students. Colleges should establish something reasonable for the student.

**3. Is it good enough to have a pathway or multiple pathways that are OER that the cohort can take, but not force these students to take only those courses?**

The objective of the legislature is trying to achieve how many students completed the ZTC pathway. At the end of the day, you must reflect that data. The application could reflect dollar savings for courses but there would be no data to report on the number of completed ZTC pathways. The college must develop the best ZTC pathway for their circumstance and put in place flexibility but completion of the ZTC pathway is the goal.

**4. Work for Hire – Does the faculty retain original copyright or does the copyright belong to CCCC?**

All materials developed under this grant must have the CC By license. The CC By license the copy and publish attribution allows commercial use and allows you to modify & change license. If you are using state resources to develop the materials, the copyright belongs to the

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state with the attribution to the author. The state will acknowledge attribution (acknowledge author) but the copyright belongs to the state, it is part of the grant agreement.

**5. Please repeat what grant funds cannot be used to pay for.**

Grant funds cannot be used to pay for a grant writer/consultant.

Subcontractor/Subgrants - former and current state employees nor immediate family.

Refer of Appendix C, Article II, Item 11.

**6. What will be the reporting timelines to track the students?**

Grants do not start for students until a year after funding (the college has a year to put the program in place = students registered in courses). Jan 1-2019 colleges start tracking student data, assuming it takes 2-years for students to complete the ZTC pathway, there will be data available to report to the Legislature and Department of Finance.

**7. If OER materials are gathered from outside sources and not CREATED by faculty, are they to be posted on the Online Clearing House?**

Yes, if the materials are OER because they are part of the ZTC pathway. With the CC By license the materials are available for others to use (attribution is given to the author).

**8. Will bookstores be able to offer printing for OER materials?**

Yes, the printing cost is a secondary option of the student but the first option must always be zero cost (accessible online, i-pad, computer, smart phone).

In some cases the student has the option to use OpenStax who offer the instructional material nicely bound for a fee.

**9. Is it acceptable if a course has NO textbook costs but is also not an OER instructional material?**

Yes, the first requirement for the textbook is zero cost for the student, it does not have to be OER. The instructional material can be posted on the CCCPLN but only OER materials can be posted on the COOL4ED website.

**10. Any OER developed under the ZTC grant would be copyrighted by the state?**

If the college is using state funds to develop instructional material then copyright belongs to the state regardless of it being OER material. The state retains the copyright and the author receives attribution for the instructional material.

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**11. How do we list OER in the Course Outline of Record that goes to State Curriculum Inventory system?**

**The cohort model limits enrollment and is very restrictive for most us.**

In the new design of the Chancellor's Office Curriculum Inventory, it does not include a field that captures that distinction. The CCR title 5 does not require that OER to be distinguished. The distinction would be classified as an instructional delivery method in the COR but it is not currently required. Where the course section could be flagged as OER would be in the college online course schedule with the zero-cost symbol.

**12. Looking at FAQ #1, for those colleges who did not apply for or get a planning grant, what do we need to do to write a competitive implementation grant application?**

If the college currently has a planning grant there is no guarantee that the college will be awarded an implementation grant. Make sure the college has completed some type of planning process that may include the use of local funds, equity funds, SSSP to bring people together to plan an activity. Even during the implementation phase there will still be some planning activities but the college must come out with a plan to implement a ZTC program pathway by Jan 1, 2019.

There are other resources that the college can use to get people together to discuss it.

This is a 'social justice' issue that is clearly in the domain of college equity funds (normally in student services) that can be used for planning activities.

**13. Is there a list of degrees/certificates that are already using ZTC funds? Our understanding is that we cannot duplicate so we are hesitant to request funds if the program we want to move to OER has already been funded through ZTC?**

The Chancellor's Office OER webpage contains the award lists for both Planning and Implementation grantees.

College A and College B are not in the same district, can both be funded to develop a Psychology ZTC pathway.

College C and College D in the same district, can be funded to develop a Psychology ZTC pathway.

**14. Is there a list of degrees/certificates that are already using ZTC funds?**

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- 15. If using Open Stax, do we post those materials on the Clearing House? If we do, won't that create quite a bit of redundancy? Every PSYCH 101 course that uses Open Stax, for example?**

The difference between the Online Clearinghouse (CCCPLN) and the California Digital open Source Library (COOL4Ed) is:

CCCPLN = the instructional materials does not have to be OER. This site is the repository for Ca Higher Education for the broader template for the entire major of the ZTC program pathway.

COOL4Ed = instructional materials have to be OER. If the materials are already in the site then you do not have to reenter the material.

- 16. Our Course Outline of Record requires us to list "Textbook." We list the publisher, title, etc. If there is none, can we merely list OER?**

The title of the textbook is needed in the Course Outline of Record.

- 17. Is your office assisting colleges in sharing their resources during the implementation phase? It would be helpful that we are not all reinventing the same wheel. In other words, can we minimize redundancy in creating and gathering these materials?**

There are two ZTC Technical Assistance Providers: 1) College of the Canyons – James Glapa-GrossKlag, and 2) West Hills Lemoore – Ron Oxford, who will assist ZTC grantees with their ZTC pathways by sharing materials and conducting a series of workshops (e.g. Sept 8th OER Summit 2017 at College of the Canyons).

- 18. Is a prerequisite course required to be OER if it is in the ZTC pathway?**

No, all courses in the ZTC pathways must be zero cost to the student but they do not have to be OER.

For example: A French degree that includes French 1, French 2, French 3 in the major courses and French 1 is a prerequisite to French 2, then French 1 must be zero cost to the student.

If the prerequisite course is basic skills leading to a credit course or the course has CB04 (credit status = C non-degree applicable) then the course does not have to be zero cost. The non-degree applicable course is not counted in the major courses leading to the degree.

- 19. What if you're using OER that has already been developed and was not developed by faculty?**

Existing OER instructional materials can be used in ZTC pathways.

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- 20. Bookstores will be able to offer printing services for OER, however, Is that right?**

Bookstores that offer printing services for OER materials are providing the student an option for the instructional materials. The first requirement for ZTC instructional materials for the student is that it is zero cost. The student has the option to pay for a printed copy of the instructional material.

- 21. Does "Current state employee" include faculty at other colleges. We are planning on getting a team of faculty in the discipline throughout the CCC. Is that against policy?**

No, community college faculty are not state employees. The college can gather a team of discipline faculty.

- 22. If we find just about all students in a cohort will need to begin in a basic skills course, can the ZTC funds be used to move the basic skills courses to ZTC in addition to the courses that they will take after they have completed their basic skills classes?**

Grant funds must be used to develop courses in the ZTC pathway.

- 23. If there is a prerequisite that is not listed as a major requirement, but simply must be taken prior to taking all major requirements, must that prerequisite be OER?**

Since that prerequisite course is not in the ZTC pathway it does not have to be OER.

- 24. Would all sixty units of a student's AA pathway need to be zero cost?**

Yes.

- 25. Are elective courses need for a student's major or Area of Emphasis required to be zero cost?**

Yes, at least 1 courses section of the (major or electives) in the ZTC program pathway must be zero cost to the student.

- 26. Could funds go towards paying faculty members to develop master classes?**

A stipend can be provided for faculty members. The course belongs to the State (author has not rights to course, just attribution). It is nor the most effective use of grant dollars,

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developing should be done in the regular curriculum development process.

- 27. How can a Department be incentivized to offer at least one or two transfer-level sections that are zero cost without using the word 'stipend,' could the grant offer release time for example?**

Faculty must participate in some type of activity whether stipend or release time not just for adopting or teaching a course. Faculty do not get a stipend for completing a regular job duty.

- 28. What degree models of ZTC program pathways (Cohort, Hybrid, and Comprehensive) are acceptable for this grant?**

All models of the ZTC program pathways are acceptable for the grant.

- 29. Are elective courses needed for a student's major or Area of Emphasis to be zero cost?**

Yes, at least one course section of each elective course in the ZTC program pathway must be zero cost to the student.

- 30. Are prerequisites required to be zero cost?**

Prerequisites that are counted in the program (degree/certificate) total, must have at least one course section be zero cost to the student.

e.g. In a French degree, French 1 and French 2 are prerequisites to French 3 and are also major courses for the degree, thus French 1 and French 2 prerequisites are counted in the French degree program total.

- 31. What are some of the benefits for faculty developing OER instructional materials?**

The greatest benefit for faculty is academic freedom to tailor the content of course to meet the needs of the students in the community.

- 32. Can a course in the Online Education Initiative Exchange be used in a ZTC program pathway?**

No, it would not because it is not a course offered and controlled by the college and therefore there is no way of assuring the continued zero cost option for students.

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- 33. Would our Contract Education/military courses be allowed to count for a zero textbook cost pathway if those courses are not offered on the regular side?**

If the pathway leads to a student receiving an Associate Degree (AA, AS, AA-T, AS-T) or a Career Technical Education (CTE) Certificate (Achievement, Competency, Completion), then the contract education/military course can be included in the zero textbook cost pathway.