DATE: June 26, 2017
TO: Chief Executive Officers
    Chief Instructional Officers
    Chief Student Services Officers
    Academic Senate Presidents
    Distance Education Coordinators
FROM: LeBaron Woodyard, Ph.D.
      Dean, Educational Programs and Professional Development
      Academic Affairs Division
SUBJECT: Solicitation for Readers for the Zero Textbook Cost Degree Grant Program

The Chancellor’s Office is soliciting assistance for faculty, administrators, and staff readers for the 2017-18 funding cycle of the Zero Textbook Cost (ZTC) program, who possess an appreciation for the future of Open Educational Resources (OER). The ZTC program is one of the Open Educational Resources (OER) initiatives to improve teaching, learning, and accessibility for all learners at California Higher Education Institutions. The 2016-17 State Budget included $5 million for California Community Colleges to successfully plan, implement, and sustain the greatest number of program pathways comprised of zero textbook cost courses (major and general education) for an associate degree or a career technical education certificate.

Reading will take place in Sacramento and readers will be reimbursed for travel, hotel accommodations, and per diem in accordance to state travel guidelines. Reading teams will be composed of faculty, administrators, and staff who will read and evaluate 10-15 proposals on Monday and Tuesday October 2-3, 2017. The final number of proposals read is based on the total number of proposals received Thursday, September 28, 2017 by 5:00 p.m. PST. The tentative reading schedule is listed below:

- **Tuesday, September 26, 2017, 12 noon-2:00 PM:** Brief training session via meet and confer web/telephone conference (login information will be emailed to readers). Evaluation teams formed, team leader selected, proposals assigned and emailed to team members by 5:00 PM.
- **Monday, October 2, 2017, 10:00 AM:** Commence reading/evaluation. Each team will meet at the end of the first reading day to discuss the proposals prior to the final reading day.
- **Tuesday, October 3, 2017, 11:00 AM:** All proposals read/evaluated and team rankings reported.

If interested in participating please email Stephanie Ricks-Albert at eppdunit@cccco.edu by: Friday, September 1, 2017.

cc: Pamela D. Walker, Vice Chancellor
    Kristen Corbin, Dean
    Jackie Escajeda, Dean
    Sally Montemayor-Lenz, Dean