

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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<http://www.cccco.edu>



**DATE:** December 1, 2016 AA 16-33  
**VIA E-MAIL**

**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: Request for Proposal Readers for the Zero-Textbook-Cost Degree Grant Program**

The Chancellor's Office is soliciting your assistance in securing readers for the **2016-17 funding cycle for Zero-Textbook-Cost Degree** grants. The Chancellor's Office is faculty, administrators, and staff to read and evaluate **Zero-Textbook-Cost Degree** grant applications. Travel, hotel accommodations, and per diem for will be reimbursed for readers.

The reading period for the applications is scheduled for Wednesday & Thursday December 14-15, 2016. The number of applications submitted will not be known until the submission deadline of Monday, December 12, 2016 by 5:00 p.m. PST However, we anticipate approximately 50 applications and want to recruit enough readers so that each will read 10-15 applications within 2 days. We are looking for readers that possess an appreciation for the future of Open Educational Resources (OER). We expect to form 3 to 5 evaluation teams, composed of faculty, administrators, and staff to bring a unique perspective to the reading/evaluation process.

Tentative Schedule:

- **Tuesday, December 13, 2016**, there will be a brief, training session via meet and confer web/telephone conference at **2:00 p.m.** Login information will be emailed to readers. Reading teams will be formed and proposals assigned. Proposals will be emailed to team members by 5:00 PM.
- **Wednesday, December 14, 2016**, the Reading/Evaluation will commence at 10:00 AM after the training session. Each individual team will conduct one meeting at the end of the first day of reading to discuss the applications prior to the final reading date of Thursday, December 15, 2016.
- **Thursday, December 15, 2016**, all applications must be read and team rankings should be ready to report by **11:00 AM, Thursday, December 15, 2016.**

Thank you in advance for your continued collaboration with the Chancellor's Office. We look forward to hearing from participants for the 2016-17 **Zero-Textbook-Cost Degree** grant reading/evaluation process.

Readers who wish to volunteer should respond by: **Friday December 9, 2016**, to:

**Stephanie Ricks-Albert**  
**CCC Chancellor's Office**  
**Academic Affairs Division**  
[eppdunit@cccco.edu](mailto:eppdunit@cccco.edu)

CC: Pamela D. Walker, Vice Chancellor  
Jackie Escajeda, Dean  
Kristen Corbin, Dean