

Zero-Textbook-Cost Degree Grant Program

(RFA #16-066, #16-080)

Frequently Asked Questions

(As of: 11-16-16)

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1. [What is the difference between a planning grant and an implementation grant?](#)
2. [Does the planning grant application need to specify the degree/certificate, all the courses, and faculty involved?](#)
3. [What does this statement mean for colleges within multi-college districts? “Community colleges within a district will be allowed to submit only one application within a category \(planning and implementation\) per award period per college.”](#)
4. [Can a college submit both a planning and implementation grant application?](#)
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14. [Exactly how many courses must be "zero-cost" with regard to the degree? For an ADT, for example, do ALL the courses a student takes for the degree \(ie, 60 units across campus\) need to be "zero-cost" or just those courses required for the degree/certificate itself \(~18 units\)?](#)
15. [If enhanced noncredit courses can lead to a CTE certificate or degree are they eligible for this grant?](#)
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17. Is it sufficient that a student can take all the required courses from instructors offering the no cost instructional materials? (i.e. there may be some instructors who offer the no cost instructional materials and some who do not)
18. Does a college need to provide a path a student can take that is "zero-cost" or do all options for a degree need to be "zero-cost"?
19. What is the location of the "online clearinghouse" where the degree and degree contents of the zero textbook cost degree program pathway are to be posted?
20. Are all zero textbook cost courses developed to be posted in the online clearinghouse?
21. Does the grant require the college to input all courses included in the zero textbook cost degree program pathway into the California Digital Open Source Library? If so, what is the location of the California Digital Open Source Library?
22. Is it a requirement of the grant that ALL members of a department must use the no cost instructional materials? For example, we have a department where one of the faculty members is very excited about creating the zero-textbook cost degree program and one faculty member who is not interested.
23. What does "consulting with the Academic Senate" mean?
24. Does the AB 798 OER resolution suffice for this RFA for purposes of academic senate approval?
25. What technical assistance is available for this grant?
26. Will there be a statewide technical assistance program?
27. Are there any unallowable expenses for this grant?
28. Is the Zero-Textbook-Cost Degree RFA related to work the Hewlett Foundation is doing? Is there a need/desire for an external evaluator for this work?

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29. Can the continuing education centers apply for this grant?
30. Are continuing education CTE certificates eligible for this grant?
31. Will locally approved CTE Certificate of Specialization be eligible for this grant?
32. Are noncredit CTE Certificates of Completion eligible, either single-course or a full program certificate?
33. Is there a minimum number of units that the CTE Certificate should have to be eligible for this grant?

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34. If a college has submitted a 12 unit certificate through LAOCRC and waiting for a Chancellor's Office program control number, can the college submit an application?
35. Why would the planning and implementation grant applications be for different programs? Would the planning be to review viability and then implementation for development and implementation?
36. Can planning grant funds be used to stipend or give release time for faculty to work on the ZTC program pathway?
37. Can the planning grant funds be used for release time for instructors to write their own textbook or is that only for the implementation grant?
38. Are planning grant expected to meet objective 4: "develop and implement" a minimum of one degree for each grant? Or can the planning grant be used to help identify a ZTC program pathway and "flush out" the direction of the college?
39. For the implementation grant, Can it be implemented in Fall 2017 or must it be ready for Spring 2017?
40. Is the use of OER textbooks required in the planning grant?
41. Does the course instructional material have to be zero cost that has to be posted on the Online Clearinghouse (CCC Professional Learning Network) and the Ca Digital Open Source Library (Ca Open Online Library for Education / cool4ed.org) websites?
42. We are planning to adapt courses and build a ZTC CTE certificate, Can we use other ZTC resources like Kadenze for the creative arts?
43. If a course section does not have a required textbook (such as an athletics or art course), can it count as a zero-cost textbook section for the grant? Our AA degree has an activity class component but I believe that most athletics classes do not require textbooks.
44. Lumen has a charge associated with their materials. If we use Lumen's materials, does that prohibit us from applying for the implementation grant?
45. Can planning grant funds be used for Lumen's OER Degree Program Support Package?
46. Is it OER compliant if the college is paying the subscription fee of an e-book?
47. Can OpenStax e-books be used for this grant?
48. If the library purchases an e-book that's free for students to access through our database, would that count?
49. For lab courses, must the textbook and manual both be OER or can just the textbook be OER?
50. If electives are included in a ZTC program pathway, do the electives have to be zero cost?

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51. For an AA degree for this grant, the IGETC requirement students need to take 3 courses from the Arts and Humanities area. The college has: 9 art, 5 humanities, 2 multimedia art, 4 music, 1 English, and 1 women's studies class that satisfy the IGETC requirement. Do the college need to have one zero cost option for all 22 of these classes in this AA pathway? Or can we choose 3 courses to be zero cost? More simply if a degree or certificate needs students to take 1 class from a choice of say 4 classes, do all 4 classes need to be zero cost or can it just be one class?
52. Does every course in the ZTC program pathway have to use OER instructional materials or can it vary?
53. If a course in the Online Education Initiative exchange complete a ZTC program pathway, would that be considered a complete ZTC program pathway?
54. We are currently working on another ZTC degree, Can the GE courses developed for that be used for this ZTC degree? The new ZTC degree will be a different major but might have some shared GE courses.
55. Will there be a second round of grants for planning and implementation?
56. Where is the Request for Proposal (RFP)?

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1. What is the difference between a planning grant and an implementation grant?

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 zero textbook cost degree/career technical education certificate because the planning process is completed.

2. Does the planning grant application need to specify the degree/certificate, all the courses, and faculty involved?

No it does not however, such an application will need to specify the planning process that will be undertaken and for clarity purposes should include information about potential discipline/program areas being considered for the degree/certificate to be developed.

3. What does this statement mean for colleges within multi-college districts? "Community colleges within a district will be allowed to submit only one application within a category (planning and implementation) per award period per college."

A college cannot submit both a planning grant application for Biology and an implementation grant for Biology. A college can submit a planning grant for Biology and an implementation grant for English.

4. Can a college submit both a planning and implementation grant application?

Yes, but the degree major being implemented must be different for each grant application.

For example: Winter College cannot submit planning and implementation grant applications for an English degree. The planning application can be for English but the implementation grant application must be for a different degree major (e.g. History, Biology)

5. Can a college within a multi-college district submit a grant application for the same degree major and program award?

Yes. East LA can submit a planning grant for an Anthropology (degree major) AA-T (program award) and West LA can submit a planning grant for an Anthropology AA-T degree.

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6. Can a college submit a grant application for the same degree major but a different program award type?

No. A college cannot submit a grant application for a Biology AS-T degree and a grant application for a Biology AS degree.

7. Are degrees prioritized over certificates?

No, degrees and career technical education certificates have equal importance.

8. Are credit degrees and certificates prioritized over noncredit certificates?

No, credit degrees and noncredit career technical education certificates have equal importance.

9. Do the objectives in the RFA include noncredit programs (e.g., certificates)?

Yes, only those noncredit career technical education certificates of completion or competency that are Career Development College Preparation (CDCP) programs in the noncredit category of Short-term Vocational Program with Potential for High Employment (CB22 = I) are eligible for this grant.

10. Are there any guidelines to which degrees/certificates should be developed into a zero textbook cost degree program?

No guidelines are currently available. The college should consider developing those degrees or career technical education certificates in which: 1) the college issued the highest number of program awards, and/or 2) those majors that are known to have the highest textbook cost. The CCCCCO Datamart http://datamart.cccco.edu/Outcomes/Program_Awards.aspx is available for all CCCs to view the number of credit program awards issued per college.

11. What is required for a degree to meet the requirements? (No traditional textbooks? No fees whatsoever?)

Instructional textbooks for the zero textbook cost degree program pathway must be zero-cost. Discretionary student printing of instructional materials shall not be considered a cost as part of this program (e.g. The student chooses to print the open education resource material on their personal printer). There are some fees allowed for materials in certain classes like a materials kit used in a cosmetology course.

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- 12. Do fees for access to online materials disqualify a program? Do materials fees for lab classes and would it matter if they are actual materials fees or items purchased in a bookstore?**
Fees for access to online instructional materials like MyMathLab are not allowed because components of these type programs include e-textbooks. Fees for materials in certain labs are allowed such as materials kits in cosmetology courses/labs.
- 13. Are the major courses included in the zero textbook cost degree program the only courses required to have zero textbook cost instructional materials?**
No, All courses (major and general education) are required to have zero textbook cost instructional materials.
- 14. Exactly how many courses must be "zero-cost" with regard to the degree? For an ADT, for example, do ALL the courses a student takes for the degree (ie, 60 units across campus) need to be "zero-cost" or just those courses required for the degree/certificate itself (~18 units)?**
All courses (major and general education) included in the zero textbook cost degree program pathway must be zero-cost.
- 15. If enhanced noncredit courses can lead to a CTE certificate or degree are they eligible for this grant?**
Enhanced noncredit courses that lead to a Noncredit career technical education certificate in the noncredit category of Short-term Vocational Program with Potential for High Employment (CB22 = I) are eligible for this grant.
- 16. Does the grant require all course sections of a course be converted to utilize zero textbook cost instructional material?**
No, only those course sections (major and general education) included in the zero textbook cost degree program pathway must utilize zero textbook cost instructional material.
- 17. Is it sufficient that a student can take all the required courses from instructors offering the no cost instructional materials? (i.e. there may be some instructors who offer the no cost instructional materials and some who do not)**
All course sections (major and GE) included in a zero textbook cost degree program pathway are required to have no cost instructional materials. But not all sections of a course offered by the college are required to have no cost textbook materials.

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- 18. Does a college need to provide a path a student can take that is "zero-cost" or do all options for a degree need to be "zero-cost"?**

The college needs to provide a zero textbook cost degree program pathway. All degree pathways do not need to be zero-cost.

- 19. What is the location of the 'online clearinghouse' where the degree and degree contents of the zero textbook cost degree program pathway are to be posted?**

The online clearinghouse is the recently launched Professional Learning Network and is located at the following URL: <https://prolearningnetwork.cccco.edu/>. This is a one-stop site for effective practices, trainings and other resources. All products of this grant will be posted on this site. The specific page and format for the Zero Cost Textbook Grant Program is under development.

- 20. Are all zero textbook cost courses developed to be posted in the online clearinghouse?**

Yes

- 21. Does the grant require the college to input all courses included in the zero textbook cost degree program pathway into the California Digital Open Source Library? If so, what is the location of the California Digital Open Source Library?**

Yes, all open educational resources used in the zero textbook cost degree program pathway must be inputted into the California Digital Open Source Library course sections located at the following URL: <http://cool4ed.org/>

- 22. Is it a requirement of the grant that ALL members of a department must use the no cost instructional materials? For example, we have a department where one of the faculty members is very excited about creating the zero-textbook cost degree program and one faculty member who is not interested.**

The zero-textbook-cost degree grant does not require all faculty members of a department to use no cost textbook materials. For example, Two professors from the same department develop a course section for Hist-100. Prof #1 course utilizes zero textbook cost material for his course section of Hist-100 while Prof #2 course utilizes traditional textbook cost material for a different course section of Hist-100. Note: only Prof #1 course section can be included in a zero textbook cost degree pathway.

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23. What does “consulting with the Academic Senate” mean?

The application must include signature approval of the local Academic Senate President or designee.

24. Does the AB 798 OER resolution suffice for this RFA for purposes of academic senate approval?

No, but the documentation can be included with the application as a letter of support.

25. What technical assistance is available for this grant?

A Technical Assistance Webinar is scheduled for Monday, November 14, 2016, from 12 noon-1:00 PM. Refer to page 13, Item J. of the Request For Application for more detailed information. There also was a webinar conducted by the CCCOER which is located at the following URL: <http://www.cccconfer.org/GoToArchive?SeriesID=ed313065-6fc5-4b05-85cf-49ca3d3cb45d>

26. Will there be a statewide technical assistance program?

Yes, there will a separate Request for Proposal (RFP) to select a district to assist colleges with the execution of their planning and implementation grants.

27. Are there any unallowable expenses for this grant?

Yes funds cannot be used for any capital outlay, facility construction, equipment, or student travel. This not an exhaustive list and may include other items.

28. Is the Zero-Textbook-Cost Degree RFA related to work the Hewlett Foundation is doing? Is there a need/desire for an external evaluator for this work?

The work of the Zero-Textbook-Cost Degree appears to be related to several Open Educational Resource initiatives sponsored by Hewlett Foundation. There is not a current need for an external evaluator for this work.

29. Can the continuing education centers apply for this grant?

Yes, Continuing Education Center that has been assigned a Chancellor’s Office MIS College code can apply for this grant.

30. Are continuing education CTE certificates eligible for this grant?

Continuing Education CTE certificates that are not a Certificate of Achievement are not eligible for this grant.

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31. Will locally approved CTE Certificate of Specialization be eligible for this grant?

No, only Chancellor's Office approved CTE Certificate of Achievement (12-17 and 18+ units), CTE Certificate of Competency, and CTE Certificate of Completion are eligible for this grant.

32. Are noncredit CTE Certificates of Completion eligible, either single-course or a full program certificate?

A program consists of a sequence of courses (minimum of 2). CTE Certificates of Completion that are Career Development College Preparation (CDCP) programs in the noncredit category of Short-term Vocational Program with Potential for High Employment (CB22 = I) are eligible for this grant.

33. Is there a minimum number of units that the CTE Certificate should have to be eligible for this grant?

Yes, only Chancellor's Office approved (credit) CTE Certificate of Achievement (12-17 and 18+ units).

34. If a college has submitted a 12 unit certificate through Los Angeles Orange County Regional Consortia and waiting for a Chancellor's Office program control number, can the college submit an application?

Yes, the application process allows for the creation of a new CTE certificate, therefore the possession of a program control number is not required. The college can submit an application for an existing degree or an existing/new CTE certificate.

35. Why would the planning and implementation grant applications be for different programs? Would the planning be to review viability and then implementation for development and implementation?

The planning and implementation grants have to be for different programs when the planning and implementation grants are submitted in the same cycle from the same college.

36. Can planning grant funds be used to stipend or give release time for faculty to work on the ZTC program pathway?

Yes.

37. Can the planning grant funds be used for release time for instructors to write their own textbook or is that only for the implementation grant?

No, cannot use planning grant funds for faculty release time to write their own OER textbook.

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- 38. Are planning grant expected to meet objective 4: “develop and implement” a minimum of one degree for each grant? Or can the planning grant be used to help identify a ZTC program pathway and “flush out” the direction of the college?**

The application for a planning grant can be used to identify an existing degree or existing/new CTE certificate and to ‘flesh out’ the details of how the college will accomplish the creation of a zero cost option pathway for the program.

- 39. For the implementation grant, Can it be implemented in Fall 2017 or must it be ready for Spring 2017?**

Pursuant to California Education Code 78052(d)(12) ZTC programs must be implemented by the first term of 2018-19 academic year or sooner as determined by the Chancellor’s Office.

- 40. Is the use of OER textbooks required in the planning grant?**

The application is strongly recommended to use OER instructional materials/textbooks but there is not an absolute requirement that “all” materials be OER. Applications that do not use OER instructional materials/textbooks may be reviewed as more competitive because they contribute to the expansion of those materials. With that stated all materials OER or not, must be zero cost option to the student.

- 41. Does the course instructional material have to be zero cost that has to be posted on the Online Clearinghouse (CCC Professional Learning Network) and the Ca Digital Open Source Library (Ca Open Online Library for Education / cool4ed.org) websites?**

The Online Clearinghouse (CCCPLN) does require course instructional materials to be zero cost but not OER.

The CA Digital Open Source Library (CA Open Online Library for Education/ cool4ed.org) is the repository for CA higher education for OER materials which are zero cost.

- 42. We are planning to adapt courses and build a ZTC CTE certificate, Can we use other ZTC resources like Kadenze for the creative arts?**

It depends on how these materials are used. Kadenze has both a free version and paid version. They also offer full courses. If instructional materials from Kadenze’s free version are augmenting an existing or new course then it is allowable. However a Kadenze course cannot be approved as a CCC course.

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- 43. If a course section does not have a required textbook (such as an athletics or art course), can it count as a zero-cost textbook section for the grant? Our AA degree has an activity class component but I believe that most athletics classes do not require textbooks.**

Yes, any instructional material used has to have a zero cost option for the student.

- 44. Lumen has a charge associated with their materials. If we use Lumen's materials, does that prohibit us from applying for the implementation grant?**

If the college uses Lumen materials then the college is responsible for paying for the materials. If ZTC grant funds are used to pay for these materials the application must address how the college will sustain the zero cost option of these materials to students after the grant program has ended.

- 45. Can planning grant funds be used for Lumen's OER Degree Program Support Package?**

Yes.

- 46. Is it OER compliant if the college is paying the subscription fee of an e-book?**

No it is not OER compliant unless the e-book has the creative commons copyright. The e-book course can be included in the ZTC program pathway only if the college continues to pay the subscription fee. The e-book subscription fee cannot ever be transferred to the student.

- 47. Can OpenStax e-books be used for this grant?**

Yes as long as there is a zero cost option to students for these materials.

- 48. If the library purchases an e-book that's free for students to access through our database, would that count?**

Yes it would because it is a zero cost option for the student. If grant funds are used to pay for these materials the grant application must address how the college will sustain the zero cost of these materials to students after the grant program has ended.

- 49. For lab courses, must the textbook and manual both be OER or can just the textbook be OER?**

Neither has to be OER but they both are required to have zero cost for students.

- 50. If electives are included in a ZTC program pathway, do the electives have to be zero cost?**

Yes, elective course sections included in the ZTC program pathway must have a zero cost

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option.

- 51. For an AA degree for this grant, the IGETC requirement students need to take 3 courses from the Arts and Humanities area. The college has: 9 art, 5 humanities, 2 multimedia art, 4 music, 1 English, and 1 women's studies class that satisfy the IGETC requirement. Do the college need to have one zero cost option for all 22 of these classes in this AA pathway? Or can we choose 3 courses to be zero cost? More simply if a degree or certificate needs students to take 1 class from a choice of say 4 classes, do all 4 classes need to be zero cost or can it just be one class?**

Yes, all course section options included in the ZTC program pathway must have a zero cost option for students.

- 52. Does every course in the ZTC program pathway have to use OER instructional materials or can it vary?**

No, non-OER instructional materials can be used for the ZTC program but they are required to have zero cost for students.

- 53. If a course in the Online Education Initiative exchange complete a ZTC program pathway, would that be considered a complete 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.

- 54. We are currently working on another ZTC degree, Can the GE courses developed for that be used for this ZTC degree? The new ZTC degree will be a different major but might have some shared GE courses.**

Yes. Zero-cost GE course sections are stackable with any major zero-cost course sections.

- 55. Will there be a second round of grants for planning and implementation?**

Yes there will be another round of implementation grants. When the Request for Application is released it will be posted on the CCCCO OER web page at the following URL:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/OpenEducationResources.aspx>

- 56. Where is the Request for Proposal (RFP)?**

The RFP for Technical Assistance has not been released yet. When it is released it will be posted on the CCCCO OER web page at the following URL:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/OpenEducationResources.aspx>