

Foothill College ZTC Course Conversion Stipend Program Proposal

Based on OERI ASCCC Funding Categories: <https://asccc-oeri.org/funding-categories/>

Introduction:

As part of our ongoing commitment to enhancing student success and accessibility, we propose the implementation of a stipend program to incentivize faculty members at Foothill to convert their courses to Zero-Textbook-Cost (ZTC) models. This initiative aims to reduce financial barriers for students, increase academic engagement, and foster a more equitable learning environment. The rising costs of textbooks pose significant challenges for students, often forcing them to make difficult choices between purchasing required materials and meeting other basic needs. This financial burden disproportionately affects low-income students, exacerbating inequalities in educational attainment. Transitioning to ZTC models, where course materials are freely accessible at no cost to students or the institution, can alleviate these financial pressures and enhance learning outcomes.

This award is available to all teaching faculty (part-time and full-time) at Foothill College to develop and/or transition their course(s) to **Open Educational Resources**.

It is noteworthy that:

- The incentive awards are compensation for the work involved in developing OERs and transitioning courses to OER. They are not incentives for adopting OER.
- Faculty may only receive one award per course.

Deliverables and Payment

- ZTC materials must be used for a minimum of three quarters and the course (sections) must be identified as ZTC in the course schedule.
- All content created will be housed in Canvas shells or another open repository (e.g. LibreText, OER Commons) and shared with the FHDA District.
- All new works must be shared using an open, Creative Commons license.
- Stipend payment is based upon the successful completion of all three milestones (as determined by the ZTC Program Workgroup) described later in this document.

Program Objectives:

- **Cost Reduction:** Eliminate textbook costs for students in ZTC courses.
- **Equity:** Improve resource accessibility for all students, regardless of financial means.
- **Academic Engagement:** Enhance student engagement by providing easy access course

materials.

- **Faculty Development:** Support faculty in adopting innovative teaching methods and open educational resources (OERs)

Human Resources needed:

Successful implementation of the ZTC Stipend Program at Foothill will require several people to administer it. These include:

- A small group of faculty to serve as the “ZTC Workgroup” primarily responsible for:
 - Reviewing submitted materials for alignment with licensing and accessibility requirements
 - Verifying successful completion of each required Milestone
 - Faculty on the committee can choose either college service credit or a stipend

Funding Categories and Stipend Allocation

Category 1: Adopting, or Updating Existing OER/ZTC Material

- **Maximum Stipend Amount:** \$1,000 per course
- **Goals:**
 - **Adopting:** Faculty replace their existing commercial textbooks and digital homeworking systems with an existing OER textbook
 - Updating existing OER/ZTC Materials: Faculty who have already adopted or created a ZTC course can elect to update it to make the content current or align their course to the CVC-OEI rubric
 - Faculty are urged to research already-existing options before remixing or creating new materials from scratch

Category 2: Revision or Remix of Existing OER Material and/or Creating New Supplement Material

- **Maximum Stipend Amount:** \$3,000 per course
- **Goals:**
 - **Revise or remix results in new OER Material:** This includes the work involved with revising, remixing, or creating new supplemental/ancillary materials that would be suitable for the course under consideration and adopting and using those newly created OER material(s) The layout of the content should follow that recommended in the CVC-OER Rubric.
- **Examples:**
 - Revising and remixing existing OERs to edit existing chapters, add new materials from other sources, remove sections, and/or bring together several openly licensed sources to create a new work
 - Creating new supplemental learning materials to augment an adopted OER, for example. creating test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

Category 3: Creation and Development of New OER Material(s) / ZTC Material(s)

- **Maximum Stipend Amount:** \$6,000 per course
- **Goals:**
 - Creation and development: Create substantially new OER materials where it is shown that there is not a currently existing OER that meets learning objectives. This includes the work of writing, developing, creating open textbooks, or creating an entire course content with curated materials in a sustainable way. If applicable, also includes accompanying supplemental materials like slides, videos, images, lab manuals, etc. Note: the requires a peer-reviewer in the subject area. The peer-reviewer will be paid a \$500 stipend)

Category 4: Creation of New OER Material (entire course text and ancillaries).

- **Maximum Stipend Amount:** \$10,000-20,000 per project depending on the scope
- **Goals:**
 - Create a new OER text that meets the course learning objectives and content as identified in the course outline of record. This requires collaboration between faculty at the CCC or within the district. Teams will submit a budget with their proposal. Also requires a peer-reviewer in the subject area, who will be paid a stipend of \$500.

ZTC Conversion Process

- Interested faculty complete the OER Training course and the Accessibility Training course. Upon successful completion the faculty will receive a stipend of \$300 for the OER Training and \$200 for the Accessibility Training.
- Faculty member(s) review existing open educational resources (OERs) to replace their current commercial textbooks and digital homeworking systems. Assistance may be provided by librarians to locate appropriate OERs.
- Based on this review, the faculty determine(s) which of the three possible funding categories to pursue.

Milestones for Category 1

- **Milestone 1:** Attend kick-off meeting and complete the OER and Accessibility Training Course on Canvas (unless already completed)
- **Milestone 2:** Submit a tentative course map to the ZTC Degree Program Workgroup to review licensing and accessibility.
- **Milestone 3:** Create an instructor-facing Canvas Course with curated resources and publish it to the Canvas Commons

Milestones for Category 2-4

- **Milestone 1:** Attend kick-off meeting and complete OER Training Course and Accessibility Training on Canvas (unless already completed).
- **Milestone 2:** Create original materials and license with an open, creative commons license. Submit to peer reviewers.
- **Milestone 3:** Incorporate reviewer feedback and submit newly created materials to the ZTC Degree Program Workgroup for an accessibility and licensing review.

Applicable projects will be submitted to POER reviewers by the ZTC workgroup

Program Evaluation

- Collect data on student success and engagement.
- Track cost savings to students
- Solicit feedback from faculty and students on ZTC effectiveness.

Conclusion

The implementation of a stipend program for ZTC course conversion represents a proactive step towards promoting affordability, equity, and academic excellence within our community college. By incentivizing faculty members to embrace open educational resources, we can empower students to succeed academically without financial barriers, thereby fulfilling our mission of fostering inclusive and accessible higher education.