



ZTC Discipline Leads Program Faculty Coordination Grants REQUEST FOR PROPOSALS

Overview

Skyline College is committed to improving access and educational success for our students. This commitment has been organized and will be implemented through Skyline's Comprehensive Redesign. A significant part of this effort will be making impactful changes to teaching and learning, and integrating efforts across the college. The goal of this proposal is to produce impactful changes by decreasing barriers and increasing equitable access to education through focusing on textbook affordability solutions such as zero-textbook cost materials (ZTC) and open educational resources (OER). Textbook affordability will reduce equity gaps and ensure that education is available to every member of our community without the barriers of unpredictable and frequently rising prices of textbooks and course materials.

Skyline College recognizes the continued high cost of textbooks as a barrier that impacts student success. Inability to afford textbooks and course materials is an equity issue and it can be addressed through ZTC & OER adoption. As part of our College Redesign, the primary goal of Skyline College Textbook Affordability Initiative is to reduce educational costs for students by providing free or low-cost learning materials that are available from day one of their class and customizable to fit their learning needs.

Zero textbook cost (ZTC) means that students do not incur any costs for purchasing course materials. Zero-cost to the students **does not** guarantee zero-cost to the institution, i.e. subscription databases, library equipment loans. **To create a ZTC course**, instructors can use Open Educational Resources (OER); Open Access, Creative Commons, and public domain materials; along with resources owned or licensed by the Skyline College Library.



Call to Action

What is the role of faculty in this pursuit? How can we as educators find and make use of ZTC resources to create equitable courses? Join us in this ZTC revolution that empowers student equity and supports faculty voice and choice.

How? Become a ZTC Discipline Lead!

Be one of the first faculty leaders to work collectively to convert courses in your discipline from traditional textbooks to ZTC materials. As part of the ZTC Discipline Leads Program, you will receive targeted professional development, one-on-one curation support, and financial incentives to support coordination and delivery of fully ZTC courses in your discipline.

ZTC Discipline Leads Program

To increase ZTC course adoptions and encourage Faculty exploration and innovation in finding new, better, and less costly ways to deliver quality learning materials to students, Skyline College is providing professional development support and incentives for Faculty Leads **to coordinate conversion of courses currently using traditional textbooks to ZTC materials**. Discipline Leads will lead conversion to ZTC courses within your discipline by consensus building and curating, reviewing, revising selected or authored course materials. In addition to supporting adoption of ZTC by Discipline Faculty, the award especially **encourages scaling of ZTC adoptions across all sections of high-enrollment courses in order to impact a significant number of students**. It is noteworthy that:

- The incentive awards are over and above compensation for base and overload (when applicable) Faculty work assignments.
- All awardees must utilize materials associated with awards in teaching assignments for their course(s).
- Discipline Leads may only receive **one course release** to complete ZTC coordination and conversion of at least 3 courses (up to 6).
- The initial determination regarding approval of ZTC Discipline Lead Program applications shall be made by the ZTC Task Force.

Eligibility

This award is available to all identified Discipline Leads at Skyline College.

- Identified Discipline Leads are eligible to submit an application to fulfill discipline conversion. (Acting Discipline Leads or Discipline Leads identified by Division Deans.)

To Apply

1. Review information in the ZTC Discipline Leads application form
2. Complete all sections of the application form
3. Sign the form and obtain the signature of the Dean of the Faculty
4. Submit your application to SkylineZTC@smccd.edu

ZTC Discipline Leads Course Conversion Activities

Adoption of Existing ZTC and/or OER Material

This includes the identification of existing ZTC and/or OER materials that would be suitable for the course under consideration; reviewing those materials to ensure they are in line with course outcomes and student success, and have the quality and rigor to maintain the integrity of the course; and selecting and adopting the ZTC or OER Material.

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

Revise or remix results in to new OER Material. Examples of this would include editing existing chapters, adding new materials from other sources, removing sections not appropriate, bringing together several openly licensed sources, etc. Creating New Supplemental Materials to augment an adopted OER also results in new OER material. Examples of this would include creating test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

Authoring of New OER Material(s) as primary course resource (e.g., textbook replacement, custom reader)

Create substantially new OER material where it is demonstrated that quality OER resources are not currently available to meet learning objectives. This includes the work involved in writing, developing, creating open textbooks and, if applicable, accompanying supplemental materials such as test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

Proposal Evaluation Criteria

Adoption of Existing OER Material

- Replacement of a traditional textbook with OER. After the project, the costs for printed version of resulting OER materials cannot exceed \$40, with a lower cost preferred.
- Expertise in the course content.
- Project narrative and goals clearly defined.
- Assessment plan and methodology clearly defined.
- Timeline of Project plan and implementation.
- Documented level of support for adoption of the new OER material(s) by the proposing Faculty member and those teaching other sections of the course.
- Demonstration of collaboration with program chairs and Associate Deans as well as other course Faculty, and/or other available College support, in developing the proposal.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment course preferred.

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

- Revision or Remix of Existing OER Material and/or Creating New Supplement Material Intent to revise/remix process existing OER materials and supplements. Or, creation of Supplemental Materials to augment existing OER Content.
- All supplemental materials created must be uploaded and made available to students when appropriate.
- Demonstration of collaboration with program chairs and Associate Deans as well as other course Faculty and/or other available College support in developing the proposal.
- Expertise in course content.
- Experience in developing supplemental course materials preferred.
- Project narrative and goals clearly defined.
- Timeline of Project plan and implementation.
- Assessment plan and methodology clearly defined.
- Plan for updating and keeping course material current.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment or General Education course preferred.

Authoring of New OER Material(s)

- Intention to replace a traditional textbook by authoring new OER Content. After the project, the costs for printed version of New OER materials cannot exceed \$40, with a lower cost preferred.
- All supplemental materials created must be uploaded and made available to students when appropriate.
- Demonstration of collaboration with program chairs and Associate Deans as well as other course Faculty and/or other available College support in developing the proposal.
- Expertise in course content.
- Experience in developing supplemental course materials preferred.
- Project narrative and goals clearly defined.
- Timeline of Project plan and implementation.
- Assessment plan and methodology clearly defined.
- Plan for updating and keeping course material current.
- Commitment to complete a Faculty survey and assist in administering a student survey of the OER material adopted.
- Analysis of anticipated cost savings to students.
- High-enrollment or General Education course preferred.

Deliverables and Outcomes of ZTC Discipline Leads Participants

- Course maps for each converted course including SLOs, course modules, and URLs for all ZTC and OER adopted course materials
- Publication of any authored OER(s) with an open (Creative Commons) license in an open, editable format (e.g., [Pressbooks](#)).
- Storage of the OER in an open repository (e.g., [OERCommons](#) or LiveBinder).
- Created and remixed OER will follow the guidelines in the [BC Open Textbook Accessibility Toolkit](#).
- Participation at ZTC and/or OER workshops or seminars during the project.
- Sharing of experiences with the Skyline College teaching and learning community.
- A brief summary report (up to 2 pages) submitted upon completion of the project.

Participation Requirements

If selected, awardees will commit to the following:

- Attendance at a required kick-off training/implementation meeting designed to help finalize project implementation plans, share best practices, and address barriers to success.
- Participate in an OER training workshop(s) designed to help Faculty find appropriate OER that they can adopt, revise, remix, open licensing basics, etc.
- Awardees will keep time logs recording date, time, and activity for work related to the award.
- Ensure that the courses are taught using adopted ZTC and/or OER materials in **all** assigned sections.
- Submit a mid-project status report to the ZTC project coordinator.
- Successfully implement proposed plan and meet student cost saving goals.
- Submit Assessment report to the ZTC project coordinator.
- Complete a Faculty survey and assist in administering a student survey of the quality of OER material adopted. Submit survey results to the ZTC project coordinator.
- All work produced will be shared under an open Creative Commons Attribution 4.0 license and will be made accessible to the public through Skyline College OER Commons Hub/LiveBinder (TBD). The ZTC project coordinator will assist in this requirement.

The College will provide the awardees with the needed support to help develop and implement their projects through activities such as but not limited to:

- OER discovery and curation
- Kickoff webinar – Review of awardee requirements, awardee support services, program timeline, and next steps.
- Face-to-face workshop(s) and training

* Applications will be reviewed three times a year: February 22, March 22, and September 27 until available funding has been allocated.

Please submit your completed form to the ZTC Team at SkylineZTC@smccd.edu