ZTC Discipline Leads Program
PROPOSAL APPLICATION

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 redesign will include focus on textbook affordability solutions to ensure equitable access to education. Skyline College is seeking proposals for high-impact and collaborative projects that support the use of open educational resources (OER) or Zero Textbook Cost (ZTC) materials as an alternative to traditional published textbooks. The focus of the ZTC Discipline Leads Program is to coordinate and lead efforts of discipline faculty in the adoption of OER/ZTC course materials. Activities will result in increasing the number of OER/ZTC implementation to reduce students' costs associated with textbooks and help address college affordability for students. Please use this form for proposals.

Project Description

Discipline Leads will spearhead 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:

- Discipline Leads receive a one-time award of up to $5,000 to complete ZTC coordination and conversion. The initial determination regarding approval of ZTC Discipline Lead Program applications shall be made by the ZTC Task Force.

All awardees must utilize materials associated with awards in teaching assignments for future course(s).

Eligibility

- This award is available to all identified Discipline Leads at Skyline College.
- Potential Discipline Leads are eligible to submit an application to fulfill discipline conversion.

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.

- **Zero Textbook Cost (ZTC)** courses designated as Zero Textbook Cost eliminate conventional textbook costs to students by using alternative instructional materials and methodologies, including open educational resources. *ZTC courses and programs may have additional items required for the course that incur costs, these may include items such as lab coats, art supplies, notebooks, etc.
- **Open Educational Resources (OER** are course materials that can be used and reused freely at no cost; these are any type of educational materials that are in the public domain or introduced with an open license. Open materials are available to legally and freely copy, use, adapt, and re-share. OERs include, but are not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

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

- 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.
- Plan for updating and keeping course material current.
- 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.
- Intention to replace a traditional textbook by authoring new OER Content.
- 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.

Contact Information

Applicant Name:	
Email Address:	
Telephone:	

ZTC/OER Implementation Date			
Fall 2019 ❏	Spring 2020 ❏	Summer 2020 ❏	
Course Information (1)			
Course Number	Course Title	Department	Division
Course Format		❏ Hybrid ❏ Face-to-face ❏ Online	
Current textbook title(s) that the OER/ZTC will replace:		**ISBN #**	**Cost (Newest edition)**
			$
			$
			$
A. Total cost of the current textbook(s) that will be replaced by the ZTC/OER.			$
B. Average number of students per section for this course			
C. Number of sections of this course taught by the applicant each academic year (fall, spring and summer)			
Annual anticipated savings to the students (A x B x C)			$

Course Information (2)			
Course Number	Course Title	Department	Division
Course Format		❏ Hybrid ❏ Face-to-face ❏ Online	
Current textbook title(s) that the OER/ZTC will replace:		**ISBN #**	**Cost (Newest edition)**
			$
			$
			$
A. Total cost of the current textbook(s) that will be replaced by the ZTC/OER.			$
B. Average number of students per section for this course			
C. Number of sections of this course taught by the applicant each academic year (fall, spring and summer)			
Annual anticipated savings to the students (A x B x C)			$

Course Information (3)			
Course Number	Course Title	Department	Division
Course Format		❏ Hybrid ❏ Face-to-face ❏ Online	
Current textbook title(s) that the OER/ZTC will replace:		**ISBN #**	**Cost (Newest edition)**
			$
			$
			$
A. Total cost of the current textbook(s) that will be replaced by the ZTC/OER.			$
B. Average number of students per section for this course			
C. Number of sections of this course taught by the applicant each academic year (fall, spring and summer)			
Annual anticipated savings to the students (A x B x C)			$

Course Information (4)			
Course Number	Course Title	Department	Division

Course Format	❏ Hybrid ❏ Face-to-face ❏ Online	

Current textbook title(s) that the OER/ZTC will replace:	ISBN #	Cost (Newest edition)
		$
		$
		$
A. Total cost of the current textbook(s) that will be replaced by the ZTC/OER.		$
B. Average number of students per section for this course		
C. Number of sections of this course taught by the applicant each academic year (fall, spring and summer)		
Annual anticipated savings to the students (A x B x C)		$

[Please print more pages as need for additional course information.]

Project Description
1. Describe your ZTC/OER curation and adoption project. What do you plan to do and why? Project description should include: project goals, outcomes (deliverables), and assessment plan. Limit to 1000 words.

2. Briefly describe your Assessment plan and methodology.

3. Describe collaborative efforts with other Skyline College employees you will engage in the process of creating new OER content and/or supplemental materials through the revise/remix project for an existing OER. Examples include other course faculty, library personnel, OER Project Manager, other faculty who use OER materials, etc.

4. Project Timeline – Describe the milestones and dates for completion. ZTC/OERs must be adopted for Summer 2019, Fall 2019, Spring 2020, or Summer 2020 semester to qualify for the stipend.

Date	Project task or activity to be completed

5. Assuming the assessment reflects that the OER/ZTC was successful, how will you help increase the number of sections, both within your program and College wide, using zero textbook cost and/or openly licensed materials?

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.
- Teach the course using ZTC and/or OER in all assigned sections.
- Submit a mid-project status report to the ZTC Early Adopters project coordinator. Successfully implement proposed plan and meet student cost saving goals. Submit Assessment report to the ZTC Early Adopters Program 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 Early Adopters Program 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 Early Adopters Program project coordinator will assist in this requirement.
- All supplemental materials created must be uploaded and made available to students when appropriate.

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; and
- Face-to-face workshop(s) and training.

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.

Signatures	
Your signature indicates that if your proposal is accepted, you commit to the use of ZTC/OER materials rather than a traditional textbook for an academic year (three consecutive semesters).	
Applicant	Name:
Signature:	Date:
Dean Approval	Name:
Signature:	Date:
Vice President of Instruction Approval	Name:
Signature:	Date:

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

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