De Anza Community College
Affordable Textbooks and Materials (ATM) Pilot Program

Overview

For most community college students, the main financial cost associated with attending college is the price of textbooks and course materials. De Anza College is committed to lowering these costs for students. While there are several ways to help reduce the cost of course materials, the two strategies most impactful to the student and most time-intensive for the faculty member are replacing traditional textbooks with open education resources (OER) or resources available through the college library's databases.

- Open educational resources (OER) are teaching, learning, and research resources that are copyright-free (public domain) or have been released under an open license that permits others to reuse, revise, remix, retain, and redistribute them.
- Library database resources include article and video databases that the De Anza Library has purchased for the use of all De Anza students and employees.

Compensation

The Office for Instruction is soliciting applications for faculty compensation as outlined below:

- $500 for the first course in which a transition of <u>required</u> materials to OER, public domain, or library database resources results in a savings of $20 or more to each student in the course
- $300 for the second course in which a transition of <u>required</u> materials to OER, public domain, or library database resources results in a savings of $20 or more to each student in the course
- $200 for the third course in which a transition of <u>required</u> materials to OER, public domain, or library database resources results in a savings of $20 or more to each student in the course

The maximum amount a faculty member can be compensated for the ATM project is $1000.

If a faculty member ultimately chooses not to select required lower-cost course materials for the course after completing step #1 below, the faculty member will be compensated $100 for reviewing materials for that course with a maximum of three total courses ($300) in which lower-cost course materials were reviewed.

Please note that applications will be considered as they come in until funding is no longer available.

Participation requirements

The compensation amount will be payable upon the completion of the following:

1. Reviews of course materials

   - For adoption of an OER textbook: Review a minimum of two OER textbooks and submit a rating and review of each textbook (minimum of 100 words each) which may be used publicly by the college in helping other faculty make decisions about course materials.

   - For adoption of a combination of resources (articles, videos, etc.): Review a minimum of three sources and submit a rating and review of each source (minimum of 70 words each) which may be used publicly by the college in helping other faculty make decisions about course materials.

2. Submission of syllabi showing the transition to lower-cost materials for required materials

   - Provide a copy of the syllabus from the last time you taught the course (no earlier than 2016-17) showing the required higher-cost textbook and a copy of a newer course syllabus (from 2018-19) showing the lower-cost option as a required course material.

3. A list of bibliographic information of all lower-cost materials including URLs.

4. Demonstration of discipline faculty peer review of the materials.

   - Complete the attached form with signatures from two other department faculty indicating that the course materials meet the requirements of the active course outline.

   - If the OER textbook is already peer reviewed by a major OER project such as OpenStax or Open Text Library, this step is not required.

To qualify for compensation for the 2018-19 year

   - Courses must have transitioned to lower-cost required course materials in the 2018-19 school year (Summer 2018, Fall 2018, Winter 2019, Spring 2019).

   - All faculty who will be applying for the compensation should contact the OER coordinator, Lydia Hearn, prior to filling out the paperwork to determine eligibility.

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Your name:	
Your CWID:	
Your email address and phone number	
Your department:	
Course that is being transitioned:	
Prior quarter in which higher-cost course materials were required (must not be earlier than the 2016-17 year)	
Recent quarter (2018-19) in which lower-cost course materials were required	

Item	Check

Attach copies of your reviews
   o Reviews of TWO OER textbooks (100 words each) OR
   o Reviews of THREE database sources (70 words each)	

Attach a copy of your course syllabus from the last time you taught the course (no earlier than 2016-17) showing the higher-cost course materials that are required	
Attach a copy of your course syllabus from 2018-19 showing the lower-cost course materials that are required	
Attach a list of bibliographic information of lower-cost course materials including URLs	
Confirm that new course materials meet accessibility requirements	
Confirm that new course materials meet copyright laws (unless they are OER resources, which by nature are copyright free or have an open copyright license)	

		Date
Your signature		
Signature of first faculty member peer reviewing		Date
Signature of second faculty member peer reviewing		Date

		Date
Signature of OER coordinator		
Signature of AVP for Instruction		Date