Limited-duration Grant-funded Special Assignments

Form Submitted by: Mary-Catherine Oxford   Date: 11/3/2023

Department/Office: Academic Affairs/Learning Resources

Grant Duration: From 1/1/2024 to 12/31/2026

Project Title: Zero Textbook Cost Grant Coordinator

Project Description

SRJC has been awarded $200,000 in apportionment by the Chancellor's Office for the implementation of Zero Textbook Cost (ZTC) Pathways development. To plan for the pathways development and guide the use of these funds, an Academic Senate Workgroup was created. This workgroup has worked diligently to plan how SRJC will complete this work. Early on in this process a need for faculty coordination was identified. After careful consideration the workgroup has attached the description of what is needed. They felt strongly that this work would best be accomplished by faculty release time.

The Zero Textbook Cost Grant Coordinator will be responsible for development, implementation, coordination, and refinement of sustainable ZTC (Zero Textbook Costs) degree pathways among discipline faculty.

The assignment begins on January 1, 2024, and ends on December 31, 2026.

This assignment is ancillary, as defined pursuant to Education Code 87482.5 subsection (c) {i}

Desirable Skills and Knowledge for the assignment are as follows:

- Ability to plan, organize, and coordinate collegewide activities around OER (Open Educational Resources) materials and ZTC programs.
- Ability to communicate and collaborate effectively with diverse constituents of faculty and staff.
- Experience finding, adapting, and/or using OER materials.
- Knowledge of or experience in leading grant projects, including budgeting and reporting.
- Experience with special or grant funded projects or experience with project management from initiation to completion.
- Knowledge of statutes, regulations, policies, and procedures pertaining to OER/ZTC initiatives.

Duties and Responsibilities for the assignment include:

1. Manage and coordinate the planning and implementation phases of the ZTC Degree Pathways grant, including recruitment, training, and support for discipline faculty and tracking ZTC Pathway Progress.
2. Advise and aid in districtwide implementation of new Low Textbook Cost (LTC) badging in the course catalog (see most current info here).
3. Aid faculty and instructional offices with implementation of the new data element XB12 (info slides here).

4. Assist faculty transitioning to ZTC or LTC courses and assist faculty, department chairs, the bookstore, and instructional offices to ensure complete compliance with SB 1359 (the ZTC designation bill).

5. Assist with and advocate for curricular issues, policies, and recommendations in support of OER/ZTC at the Academic Senate and all other related constituent groups.

6. Chair the ZTC Grant Workgroup (Academic Senate), which meets twice a month, as well as attend informal district wide OER group meetings.

7. Attend and present at department meetings, DCC, and DCC/IM to encourage faculty interest in adopting, adapting, or creating OER.

8. Research existing and newly created OER and ZTC programs and advise and assist faculty on adoption and curation.

9. Liaise with the following:
    o   OER/ZTC website developers to create and maintain the District's OER/ZTC project website.
    o   regional, state, and national OER groups (including the ASCCC (Academic Senate for California Community Colleges) OERI (Open Educational Resources Initiative)).
    o   SRJC Offices and Departments, including Distance Education and Libraries.

10. Lead professional development on OER in group and individual settings.

11. Work with the ZTC Grant Workgroup (Manager/Dean/Administrative Goddess) to manage the funds, reporting, and ensuring timely results of deliverables on all OER projects, including the statewide ZTC Degree Pathways grant program.

Load for Spring 2024 through Fall 2026   FTE
Reporting: ZTC Grant Coordinator reports to the VP of Academic Affairs or designee.
Term: Three-year commitment, January 1, 2024 until December 31, 2026 with subject to annual review of funding, job responsibilities, and the availability of the lead.

Compensation Structure

Full-time Faculty Release at 20% - Cost has been analyzed by Accounting to be: $139,939.43
(including benefits)

Selection Process

The workgroup is open to different processes, but respectfully suggests a selection committee be formed of 4 individuals: 2 Senate appointees, Jen Carlin Goldberg (faculty chair of ZTC Workgroup), and Mary-Catherine Oxford (admin chair of ZTC Workgroup). Those interested should submit a letter of interest written to the position announcement

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