

De Anza College
Process for Identifying **Zero-Cost** Course Materials
in the Online Course Schedule

Senate Bill No. 1359 requires all California State universities and California community colleges (and requests University of California universities) to promote the selection of course materials that will result in cost savings to students. Specifically, starting with the 2018 Winter Quarter, we need to identify in the online version of the campus course schedule all course sections that exclusively use digital course materials that are free of charge to students, not required to be purchased, and may have a low-cost option for print versions. According to SB 1359, these course materials “may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials [and...] must comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 94-553).” School supplies such as graphing calculators, notebook binders, blue exam books, and the like are not considered in determining eligibility for the designation.

Process

1. Faculty whose courses are eligible should fill out the attached checklist and return to the OER coordinator’s (Lydia Hearn’s) faculty mailbox in the Administration Building or email to hearnlydia@deanza.edu by the Bookstore textbook due date. After this date, course materials that have a cost to the students may not be added to the required materials.
2. The OER coordinator will coordinate with the Bookstore to confirm that the class has no **required** textbooks ordered.
3. The OER coordinator will mark (through the Banner system) the eligible courses at least one week prior to the beginning of registration for that quarter.
4. In the Banner system, all eligible courses will have a **zero-cost course materials** designation next to the course.
5. If the course needs to change instructors after the schedule of classes has been published, the incoming instructor must also commit to using **zero-cost course materials**, or the designation will be removed.
6. The OER coordinator will be responsible for maintaining the Banner system to keep the designations up-to-date, including the removal of designations on courses that no longer provide **zero-cost course materials**.

The college will pursue, for the near future, other designations in Banner (**including low-cost course materials**) so that courses that are not eligible for the State definition can still be identified in the online schedule of classes.

Senate Bill No. 1359 requires all California State universities and California community colleges (and requests University of California universities) to promote the selection of course materials that will result in cost savings to students by identifying in the online version of the campus course schedule all course sections that exclusively use digital course materials that are free of charge to students, not required to be purchased, and may have a low-cost option for print versions. According to SB 1359, these course materials “may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials [and...] must comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 94-553).” School supplies such as graphing calculators, notebook binders, blue exam books, and the like are not considered in determining eligibility for the designation.

Complete this checklist to determine if your course is using exclusively no-cost materials that are eligible for the **Zero-Cost Course Materials** designation in the schedule. Please sign and submit this form to the OER coordinator, Lydia Hearn, at hearnlydia@deanza.edu or in her Administration Building mailbox.

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|--|-----|----|
| Name: | | |
| Course Number and Section(s): | | |
| Year and quarter course section will be offered: | | |
| | Yes | No |
| <p>1. Will your course exclusively use digital course materials that are free of charge to all students in this course section this quarter? (e.g., open educational resources, open textbooks, content in the public domain, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials)</p> <ul style="list-style-type: none"> If no, your course is not eligible for the zero-cost designation at this time. | | |
| <p>2. Do these materials meet accessibility requirements?</p> <ul style="list-style-type: none"> If no, then you may not use these materials until they meet accessibility requirements. | | |
| <p>3. Will you use these course materials in compliance with federal copyright law?</p> <ul style="list-style-type: none"> If no, then you may not use these materials until they can be used in compliance with federal copyright law. | | |
| <p>4. Will you require your students to print their digital course materials?</p> <ul style="list-style-type: none"> If yes, then you may use the materials, but your course will not be eligible for the zero-cost designation. (Note: You may have a print version of the materials available at the Bookstore for the students’ convenience, but you cannot require them to purchase the printed materials if you want to be eligible for the zero-cost designation.) | | |

Signature: _____

Date: _____

Extension: _____