

**DATE:** Monday, December 11, 2023

**TO:** Academic Senate  
President's Cabinet  
Interested Faculty, Staff, and Students

**FROM:** Josh Franco, Ph.D., Associate Professor and OER Coordinator  
OER Committee: MC, JM, CE, KG

**RE:** ZTC, LTC, and OER at Cuyamaca College

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## Background

### *Local*

In 2019, the College declared in its Accreditation and Institutional Self-Evaluation Report that Open Education Resources (OER), Zero Textbook Cost (ZTC), and Low Textbook Cost (LTC) would be one of two projects that it would seek to complete over the accreditation cycle. (see [Project #2: Expand Open Educational Resources/ Low-Cost Course Materials](#))

Given our [2019 Institutional Self-Evaluation Report \(ISER\)](#) and [October 2023 Midterm Report](#), it follows that the College should continue to prioritize OER/ZTC/LTC efforts through any and all available means, funding sources, and the willingness of faculty to explore, adopt, adapt, create, and sustain OER/ZTC materials within their disciplines, within degree and certificate programs, and with a focus on diversity, inclusion, equity, and anti-racism.

### *Systemwide*

In addition to our local efforts, it is important to describe statewide efforts related to ZTC, LTC, and OER. Since at least 2018, the Academic Senate for California Community College (ASCCC) has adopted resolutions related to ZTC, LTC, and/or OER. A complete list of resolutions can be found at [Open Educational Resources Initiative \(OERI\) @ ASCCC](#). Additionally, as described later, the State allocated \$115 million to the California Community Colleges Chancellor's Office (CCCCO) to fund ZTC efforts.

## College's OER Committee and OER Coordinator

The College has a multi-member team operationalized by the Open Education Resources Committee (OERC) and Faculty OER Coordinator. The OER Committee is a standing committee of the Academic Senate. OERC has faculty representation from each of the college's six divisions, at-large faculty representation, Classified Staff representation, and Associated Student Government representation.

Additionally, the OERC counts the college's Distance Education Coordinator and Instructional Designer, Teaching and Learning Committee, and Disabled Students Programs and Services Team as resources.

In addition to reporting to the Academic Senate, the Committee also reports to the college's Student Success and Equity Council.

The Committee has a faculty chair, who is the college's OER Coordinator, and an administrative chair, which is rotated among all Deans. Additionally, the OER Coordinator has re-assignment time of 30% for AY2022-2023 and AY2023-2024. The coordinator is expected to have direct experience in authoring or co-authoring OER materials and use that knowledge to support faculty in adopting, curating, and creating OER content.

The OERC meets on the 2<sup>nd</sup> Friday of each month from 2:00pm to 3:00pm during the academic year. OERC has met 7 times during 2023 and has 1 more scheduled meeting for the year on Friday, December 8, 2023, at 2:00pm-3:00pm via Zoom.

## **ZTC Funding: A Transformational Opportunity**

The State of California is providing California community colleges \$115 million for Zero Textbook Cost (ZTC) projects. There are two pots of funding available: locally controlled ZTC Implementation Grant and systemwide-controlled ZTC Acceleration Grant.

The CCCC systemwide office sent a [guidance memo](#) in August 2023. This memo was an update of the [February 2023 guidance memo](#). And this was an update to the original [July 2022 guidance memo](#).

During summer 2023, the CCCC systemwide office held at least 5 [Program Plan webinars](#) from August to mid-September, which I attended.

On Thursday, September 21, 2023, the [Memo re: Availability of Zero Textbook Cost Funding was emailed to all faculty](#). The memo described the locally controlled ZTC Implementation Grant and systemwide-controlled ZTC Acceleration Grant.

## **College's ZTC Roadshow**

On Wednesday, August 16, 2023, during Fall 2023 FLEX week, I presented at all the instructional Division meetings, and answered questions of faculty and deans regarding ZTC funding.

On September 8, 2023, the [OER Committee](#) met and tasked me with going on the road. I presented at the following shared governance forums:

- Academic Senate on Thursday, September 14, 2023
  - o SOC on Tuesday, September 12, 2023
- Curriculum Committee on Tuesday, October 3, 2023
- ALAT on Tuesday, October 10, 2023

- IEC, scheduled for Monday, October 9, 2023
- ILAT on Monday, October 2, 2023
- SSEC on Friday, September 22, 2023

## College's ZTC Implementation Grant

The ZTC Implementation Grant is locally controlled and consists of \$180,000 in funding, allocated to campus via apportionment, for at least one program to become 100% ZTC.

I did not prepare a draft Grant Planning Form.

The deadline for the college to submit this application via NOVA was Tuesday, October 31, 2023, and an extension was granted to Tuesday, November 7, 2023. The college's [submission reads Certified in NOVA](#).

I hosted 4 workshops for the ZTC Implementation Grants through fall 2023. By the Tuesday, October 10, 2023, deadline, the OER Committee received two applications for funding, one from HIST and another from MATH.

On Friday, October 13, 2023, the OER Committee reviewed the applications, evaluated them using a rubric, and prepared recommendations.

A [memo](#) was sent to the Academic Senate on Wednesday, October 18, 2023, detailing the OER Committee's Recommendation.

### ***Outcome of ZTC Implementation Grant Application***

- MATH is being allocated funding for 2 courses to make their AS-T degree completely ZTC by Fall 2025 or sooner.
- HIST is being allocated remaining funds sufficient for 1 course to begin the process of making their AA-T degree completely ZTC.

## College's ZTC Acceleration Grant

The ZTC Acceleration Grant is a systemwide controlled pot of funding that each college in the state applies for.

Each college's application can consist of at least one and up to an uncapped number of programs that seek to become a 100% ZTC program.

I did prepare a draft Grant Planning Form and emailed it on Tuesday, August 22, 2023. And it is my understanding that it was forwarded to the President's Cabinet on Friday, August 25, 2023.

The deadline for the college to submit this application via NOVA was Wednesday, November 15, 2023, and an extension was granted to Friday, November 17, 2023.

I hosted 6 workshops for the ZTC Acceleration Grants. By the Thursday, November 2, 2023, deadline, the OER Committee received 14 program entries for funding.

On Friday, November 3, 2023, the OER Committee reviewed the program entries, evaluated them using a completeness standard, and communicated its feedback to faculty and associated deans.

A [memo was sent to the Academic Senate on Friday, November 3, 2023](#), informing them of the OER Committee's action.

Since August 2023, I worked with individual faculty to collect data to help answer these program-specific questions. For each program entry, there are ~31 questions that need to be answered. Of these 31 questions, 4 questions were program-specific asking: the number of ZTC courses, number of courses that needed to be converted to ZTC, how the program was non-duplicative and unique, and how collaboration would be facilitated.

There is a set of questions regarding budget for each program entry, and I simply presented varying [compensation models](#) and asked faculty if they would prefer a stipend or reassign time.

Between November 3, 2023, to Tuesday, November 14, 2023, additional consultations between faculty, Dean of Student Success & Equity, and instructional deans, occurred.

The final program entry count for the college's ZTC Acceleration Grant submission via NOVA was 12 programs requesting the maximum amount of ~\$200,000 per program.

**Outcome of ZTC Acceleration Grant Application as of Friday, December 8, 2023**

Program		Faculty Lead(s)	Chair	Status	Action Pending?	Due to CCCCCO	Awarded
<b>ARBC</b>	Arabic Associates of Arts	hanaa.alkassas@gcccd.edu, jane.gazale@gcccd.edu, roula.aoneh@gcccd.edu,	Jane Gazale	Awarded			<b>\$200,000</b>
<b>ART</b>	Art History for Transfer	joshua.eggleton@gcccd.edu, erin.whitman@gcccd.edu, john.abel@gcccd.edu,	Joshua Eggleton	Coordination Cohort	Faculty Accept or Reject Participation?		<b>\$30,000</b>
<b>CD</b>	Child Development AA-T or ECE AS-T	nicole.hernandez@gcccd.edu,	Nicole Hernandez	Coordination Cohort			<b>\$30,000</b>
<b>ENGR</b>	Electrical and Computer Engineering	carlos.perez@gcccd.edu,	Keenan Murray	Awarded			<b>\$200,000</b>
<b>ES Yoga</b>	Yoga Teacher Training Certificate	jennifer.tomaschke@gcccd.edu,		Awarded			<b>\$200,000</b>
<b>HIST</b>	History AA-T	moriah.gonzalezmeeks@gcccd.edu,	Moriah Gonzalez-Meeks	Coordination Cohort	Faculty Accept or Reject Participation?		<b>\$30,000</b>
<b>MAT H</b>	Mathematics AS-T	terrie.nichols@gcccd.edu, rachel.polakoski@gcccd.edu, daniel.curtis@gcccd.edu,	Rachel Polakoski, EdD; Daniel Curtis	Denied	Preparing Appeal		
<b>MUS</b>	Music Industry Studies AA	james.sepulvado@gcccd.edu, dawn.hanus@gcccd.edu,	James Sepulvado	Awarded			<b>\$200,000</b>
<b>OH</b>	Landscape Architecture AA	amy.huie@gcccd.edu, katie.seidenwurm@gcccd.edu,	Amy Huie	Awarded			<b>\$200,000</b>
<b>PHYS</b>	Physics AS-T	miriam.simpson@gcccd.edu,	Miriam Simpson	Coordination Cohort			<b>\$30,000</b>
<b>POSC</b>	Political Science AA-T	josue.franco@gcccd.edu;	Steve Weinert	Coordination Cohort			<b>\$30,000</b>
<b>SPAN</b>	Spanish AA-T	karla.gutierrez@gcccd.edu,	Karla Gutierrez	Coordination Cohort			<b>\$30,000</b>
							<b>\$1,180,000</b>

# Fulfilling the College's ZTC Acceleration Grant Awards

## *The \$200,000 Awards*

Per the table above, the college was awarded five \$200,000 awards for Arabic, Engineering, Exercise Science, Music, and Ornamental Horticulture programs to become completely ZTC by Fall 2026. The discipline faculty, Hanaa Alkassas, Jane Gazale, and Roula Aoneh, Carlos Perez, J.T. Tomaschke, James Sepulvado and Dawn Hanus, and Amy Huie and Katie Seidenwurm, were essential to preparing their program's entry for the college's application.

As Chair of OER Committee, and OER Coordinator, I will be working with discipline faculty from ARBC, ENGR, ES, MUS, and OH to prepare the following during Spring 2024:

- Action Plan and Timeline
  - o These action plans and timelines will further operationalize what was submitted in the grant applications.
  - o The goal is to include specific benchmarks and deadlines for each course that the discipline faculty is converting to ZTC.
- Facilitating OER Basics and OER Accessibility Training
  - o [Cuyamaca College's OER Basics Self-Paced Course](#)
  - o [ASCCC OERI – Accessibility Basics](#) Self-Paced Course
    - I will likely download CC-BY and bring it into Cuyamaca's Canvas ecosystem during winter intersession.
- Templates for OER Textbooks
- Templates for OER Textbook equivalents

## *ARBC*

- I will reach out to faculty by Monday, December 11, 2023

## *ENGR*

- SEM Dean has reached out to discipline faculty 11/29/23.
- Professor Perez is preparing a detailed timeline.
- I will reach out to faculty by Monday, December 11, 2023

## *ES Yoga*

- CCCCCO has directed us to have "informal collaboration" with Mira Costa College
- I will reach out to faculty by Monday, December 11, 2023

## *MUS*

- CCCCCO has directed us to have "informal collaboration" with Laney College because Laney College awarded their ZTC Implementation Grant to their MUS program.
- As Coordinator, I have emailed discipline faculty at Cuyamaca College and Laney College a Doodle Poll to see if we can meet before end of fall 2023.

## *OH*

- I will reach out to faculty by Monday, December 11, 2023

### ***The Collaboration Cohorts***

The Chancellor's Office is partnering with the Academic Senate for California Community Colleges Open Educational Resources Initiative (ASCCC OERI) to facilitate Collaboration Cohorts.

Colleges that elect to join a Collaboration Cohort will receive an initial award of \$25,000 to begin the project, and the Chancellor's Office will allocate \$5,000 on behalf of the college to the ASCCC OERI to support the cohort's facilitation. The OERI's role is to work with the cohort to ensure awareness of existing resources, clarify common and unique resource needs, and then support resource development by providing project management support and guidance.

Per the table above, the college was awarded six \$30,000 (\$25,000 directly to the college, and \$5,000 to the ASCCC OERI to facilitate) awards for Art, Child Development, History, Physics, Political Science, and Spanish. The discipline faculty, John Abel, Nicole Hernandez, Moriah Gonzalez-Meeks, Miriam Simpson, I, and Karla Gutierrez were essential to preparing their program's entry for the college's application.

Collaboration Cohorts will be facilitated by the ASCCC OER Initiative from December 2023 to May 2024.

### ***Next Steps***

The ASCCC OERI, the facilitator of collaboration cohorts, has requested course-level information for each of the disciplines that have agreed to be a part of a collaboration cohort. OER Coordinator will input initial information from college's ZTC Acceleration Grant proposal, and then send it to discipline faculty for review, before submitted to President's Cabinet. This process raises two questions:

- 1) Who in the President's Cabinet wants to continue to receive emails from CCCCCO, ZTC Technical Assistance Provider (ZTC TAP), and/or ASCCC OERI?
- 2) How does President's Cabinet want to maintain division of labor, between matters that appear to overlap between administrative/budget/and 10+1 matters?

### ***Denied***

Thus far, we have heard back from CCCCCO where they denied our proposal for MATH. The CCCCCO wrote:

I am working with MATH faculty and SEM Dean to prepare an appeal to the CCCCCO. Our argument is three-fold. First, it was not known, nor does [Education Code Section 78052](#) state that college programs receiving funds from Implementation Funds are not eligible for Acceleration Funds, that college programs receiving locally controlled ZTC Implementation Grant funds would be ineligible for applying for systemwide controlled ZTC Acceleration Grant funds. Second, MATH's proposal is incredibly unique because it goes above and beyond the traditional adoption or curation or even creation of a textbook to creating an interactive textbook in Canvas. The difference between creating a traditional textbook and interactive

textbook in Canvas warrants further consideration. Finally, given MATH's near universal presence in the CCC system, it follows that there will be a vast diversity of textbooks and textbook equivalents. Our college's MATH proposal is uniquely contributing to this ecosystem and warrants additional eligibility for Acceleration Funds or, at the very least, participation in an ASCCC OERI facilitated MATH Collaboration Cohort.

## **Augmenting the College's ZTC Acceleration Grant Awards**

With the college securing over \$1,000,000 in ZTC Acceleration Grant awards, this would be a time to focus on fulfilling the terms of the awards and rest on our laurels. However, we should view this as an opportunity to think outside the box and see how we can augment the college's ZTC Acceleration Grant awards.

In each program entry, discipline faculty identified collaborations with colleagues on campus, within district, intersegmentally, and beyond. I think we should explore how "beyond" collaborations with other public sector, private sector, and philanthropic sector partners could augment our efforts.

For example, with the leadership of OH Faculty Amy Huie and Katie Seidenwurm, they secured \$200,000 to convert their AA Landscape Architecture program. We could reach out to the University of California's [Division of Agriculture and Natural Resources \(ucanr.edu\)](http://ucanr.edu) to see what programs and resources they have that can augment our \$200,000 award.

## **XB12 Data Element**

### ***Background***

The XB12 data element is [one of several data elements](#) within the XB data element family. The [XB data element family](#) is one of many sets of data element families used by the California Community Colleges' [Management Information Systems](#). The [Management Information Systems](#) (MIS) is the State system used by colleges to submit required Term/Annual data to the State Chancellor's Office.

XB refers to Section Data Elements. These are elements related to a course section. There are 11 data elements within the XB family.

Elements include section identifier (XB00), Section-Units-Maximum (XB05) and Minimum (XB06), Section-Work-Based-Learning-Activities (XB09), and Instructional-Material-Cost (XB12).

The XB12 data element has been added by the State Chancellor's Office to track ZTC and LTC materials for each section. The systemwide XB12 consists of 5 codes, articulated in the table below.

Code	Example	Student Perspective
A No textbook	Never had a textbook	The student doesn't pay and will not have a required text
B Only no-cost Digital	Digital course content is widely available free	The student doesn't pay and can find and access their text online
C Text cost not passed on to the student	Lending libraries, classroom sets, or department provided	The student doesn't pay (the institution pays) and can access the text
D Low-textbook costs	Per district policy, inclusive access	The student pays a discounted amount or fee and can access the text
Y The textbook is not free or low cost	Has textbook costs	The student pays full price for the text

### ***Implementation***

On August 16, 2022, the CCCCO hosted a webinar, “New Data Element: XB12 Instructional Material Cost”. The [webinar described](#) the new data element, provided an initial definition of instructional materials, described how XB12 coding could work, and outlined next steps.

On November 15, 2022, Grossmont-Cuyamaca Community College District held a meeting about XB12. A follow up meeting occurred on November 22, 2022. And another, Cuyamaca College specific, meeting occurred on January 18, 2023, with District Staff Danya Sanchez, Cuyamaca College’s Instructional Operations’ Julie Kahler, and me.

Additionally, in early Spring 2023, District Staff Danya Sanchez and Amber Hughes presented XB12 to Grossmont College. [Their presentation](#) contains the table above, in addition to how the district is operationalizing the codes in the District’s Colleague system.

In spring 2023, it was agreed that I would begin the process of introducing faculty, chairs, and deans to XB12 in fall 2023. This introduction occurred within the broader umbrella of ZTC/LTC/OER efforts.

### ***Execution for Spring 2024 Class Schedule***

As the spring 2024 class schedule was developed, I presented at ILAT and other forums about ZTC. The goal was to outline the following process to faculty, chairs, and deans:

- 1) Faculty learn about ZTC and share with their Chair, during class schedule development, whether their course was ZTC or not.
- 2) Describe to Chairs that they should ask their faculty if their course is ZTC or not.
- 3) Describe to Deans that they should ask their Chairs to ask their faculty if their course is ZTC or not.

Additionally, per a conversation with Vice President of Instructor (VPI) Jeanie Machado Tyler on Monday, December 4, 2023, the VPI's office is going to engage select deans and department chairs and faculty to determine to help test specific coding in the district's system for XB12.

## **AB 607**

As shared by the District's Danya Sanchez, AB 607 passed during the most recent legislative session. The purpose of this bill is to close price transparency gaps regarding course materials and allow students to make informed decisions when registering for courses. The district will be working on implementing this in the new year.

The bill requires that districts have the estimated cost of all course materials for at least 75% of our sections by 2028. The CCCCO is giving districts the opportunity to complete this in stages, but the first stage must be completed by January 2025:

- 40% by 2025
- 55% by 2026
- 65% by 2027
- 75% by 2028

## **Transition**

### ***Administrative Oversight***

President's Cabinet is changing administrative oversight of the college's ZTC, LTC, and OER efforts from the Vice President of Student Services to the Vice President of Instruction as of January 1, 2024.

In reviewing the OER Committee's Charge and Composition, this administrative change does not require an amendment to the charge or composition; however, it does raise the following questions outlined next.

### ***Reporting Channels***

- 1) Currently, the OER Committee reports to the Academic Senate and Student Success and Equity Council (SSEC). SSEC is chaired by the Dean of Student Success and Equity and a Faculty Representative. The Vice Presidents of Instruction and Student Success serve on SSEC.
  - a. What is the opinion of Senate Officers Committee and/or Academic Senate in maintaining a reporting channel to SSEC?
  - b. What is the opinion of the President's Cabinet in maintaining a reporting channel to SSEC?
  - c. OER Committee's View:
    - i. A reporting channel to SSEC should be maintained.

### ***Administrative Co-Chair***

- 2) Currently, the OER Committee has a Faculty OER Coordinator Chair and Dean Chair. The Dean of Student Success and Equity has served as the Dean Co-Chair for AY 2022-2023, Fall 2023, and scheduled for Spring 2024.
  - a. Who will serve as Dean Co-Chair in AY2024-25 and AY2025-26?
  - b. OER Committee's Recommendation:
    - i. Instructional Deans should rotate service as Co-Chair of OER Committee.

### ***Coordinator's Reporting***

- 3) Currently, the Faculty OER Coordinator has reported directly to the Senate President and Vice President and Dean of Student Success and Equity. The Senate President and Vice President will continue to be reported to.
  - a. To confirm, the Coordinator will now report to the Vice President of Instruction instead of the Dean of Student Success and Equity effective January 1, 2024?
  - b. OER Committee's Recommendation:
    - i. Coordinator should report to Vice President of Instruction, in particular if there is a rotating Instructional Dean as Co-Chair of OER Committee

### ***Coordinator's Reassign Time: Actual and Hypothetical***

- 4) For AY2022-2023 and AY2023-2024, the Faculty OER Coordinator had 30% reassign time.
  - a. Given the ZTC Implementation Grant and ZTC Acceleration Grants funding secured in fall 2023, it appears prudent to increase the reassign time.
    - i. What are the views of the OER Committee on this question?
      1. The Committee had an initial conversation on Friday, December 8, 2023, and will continue to discuss through SP24.
    - ii. What is the opinion of Senate Officers Committee and/or Academic Senate in increasing the Coordinator's reassign time from 30% to some higher percentage?
    - iii. What is the opinion of the President's Cabinet in increasing the Coordinator's reassign time from 30% to some higher percentage?
  - b. In addition to the actual, I'd also like to pose the following hypothetical scenario. If the college did NOT secure any ZTC funding:
    - i. What would be the opinion of Senate Officers Committee and/or Academic Senate in maintaining the Coordinator's reassign time at 30% for AY24-25 and AY25-26?
    - ii. What would be the opinion of the President's Cabinet in maintaining the Coordinator's reassign time at 30% for AY24-25 and AY25-26?

## Appendix: Transition Section with Notes

- 1) Notes for OER Committee's Discussion on Friday, December 8, 2023, re: following issue: For AY2022-2023 and AY2023-2024, the Faculty OER Coordinator had 30% reassign time. Given the ZTC Implementation Grant and ZTC Acceleration Grants funding secured in fall 2023, it appears prudent to increase the reassign time.
  - a. What are the views of the OER Committee on this question?
    - i. The Committee had an initial conversation on Friday, December 8, 2023, and will continue the discuss through SP24.
  - b. What is the opinion of Senate Officers Committee and/or Academic Senate in increasing the Coordinator's reassign time from 30% to some higher percentage?
  - c. What is the opinion of the President's Cabinet in increasing the Coordinator's reassign time from 30% to some higher percentage?
  - d. Notes:
    - i. Prefer in 20% increments, from 20% as floor to 60% as ceiling.
    - ii. We need to review the entire ZTC budget (both Implementation and Acceleration regarding "infrastructure" in the form of a Coordinator).
    - iii. What would the college have done if there we no ZTC funding?
    - iv. What was the plan by those who led creation of OER Committee and creation of OER Coordinator position?
    - v. Amount of work for Coordinator is "massive."
    - vi. Revisit after fall 2026
    - vii. Coordinating 12 projects (with multiple OER) is no 0.30 reassign time.
    - viii. ASCCC Open Educational Resources Initiative (OERI) OER Development [Support Options](#)
    - ix. We need a coordinator/facilitator for each program.
      1. Faculty starting project.
      2. OER Basics training completion
      3. OER Accessibility training completion
      4. How can you turn to for help?
      5. Faculty needs to be trained, leveraging different platforms.
    - x. Deans will need to sit with Discipline Leads and OER Coordinator, the functionality of Dean leadership.
    - xi. Conduct Needs Assessment by Program and by Course
    - xii. Professional Development
      1. OER Basics
      2. OER Accessibility

## Appendix: Data Resources

- [AirTable of all Courses at Cuyamaca College](#)
- [Cuyamaca College Certificates and Degrees Awarded in Last Five Years \(dwcnd.net\)](#)
- [Cuyamaca College Enrollments by Major Across Last Five Years \(dwcnd.net\)](#)

## Appendix: Correspondence between College and CCCC/O/ZTC TAP re: Arabic Program and Yoga Instructor Program

On Monday, November 27, 2023, the Chancellor's Office requested additional information for the college's Arabic and Yoga proposals. They asked "The budget for each program plan is reviewed to determine that it is reasonable and justifiable. Would you please provide additional information to help us understand how the proposed budget of \$200,000 is reasonable and justifiable for the program plans noted below?"

Justifications for Arabic and Yoga were prepared with discipline faculty Hanaa Alkassas and J.T. Tomaschke. After review by respective deans, proposals were sent by Dean Dr. Jesus Miranda to President's Cabinet. The President's Cabinet reviewed and submitted it to the system office on Tuesday, December 5, 2023.

On Wednesday, December 6, 2023, the CCCC/O awarded Arabic proposal and requested additional information for Yoga proposal.

In requesting additional information for the Yoga proposal, the CCCC/O wrote: "The legislation that authorizes the ZTC grant funding states that eligible programs for funding are CTE Certificates of Achievement or Associate Degrees. Your program plan for Yoga Instructor indicates that it is a Certificate of Achievement. However, upon review of the Chancellor's Office Curriculum Inventory (aka COCI), we can't locate the Yoga Instructor program. Further, the TOP Code listed in your program plan (0835.00 Physical Education) indicates that the program is not CTE; did you perhaps mean to list 0835.20 – Fitness Trainer, which is considered a CTE program? Would you kindly clarify whether the Yoga Instructor program is in fact a Certificate of Achievement that is CTE and is registered with the state Chancellor's Office?"

The following was sent in response to the questions above:

1. The Yoga Instructor ZTC Pathway proposal is for a new Certificate of Achievement program.
2. The TOP Code is incorrect and should instead be listed as 0835.20\* Fitness Trainer. Apologies for the mistake at our end.
3. Our faculty member, dean, and Curriculum Chair are aware that if the grant is awarded, our faculty lead would proceed to submit the new program, and related courses, through our local curriculum process.

On Thursday, December 7, 2023, the CCCC/O requested further additional information with regards to curricular timeline. The following was sent in response to this request:

- Spring 2024 through end of Summer 2024:
  - Discipline faculty will *prepare* 5 course addition forms and 1 program addition form.
  - Five courses will be: ES YTT Foundation, ES YTT Cultivation, ES YTT Refinement, ES YTT Application, and ES YTT Philosophy and Ethics

- Discipline faculty will consult with colleagues, Chair, Dean, Articulation Officer, and Curriculum Committee Chair and division Representative, throughout preparation of forms, per our local processes.
- Fall 2024:
  - Discipline Faculty will *submit* 5 course addition forms and 1 program addition form through local Curriculum approval process.
    - Note: Course additions are only processed in fall terms, hence they will be prepared through summer 2024, but submitted at the beginning of fall 2024.
  - The goal is to have Certificate of Achievement program approved by Governing Board in November 2024, which would allow the college to begin offering the program in fall 2025.
  - After local approval, the program will be sent to the state Chancellor's office for review and approval.
    - It's anticipated that the college will be informed of the state Chancellor's office decision in early spring 2025.

On Friday, December 8, 2023, the college was notified that ES Yoga Instructor proposal was awarded.

## **Appendix: Correspondence between College and CCCCCO/ZTC TAP re: Math**

On Monday, December 4, 2023, the CCCCCO informed the College of its decision to deny MATH's ZTC Acceleration Grant proposal. The CCCCCO wrote:

“Upon review of the ZTC Acceleration Grant program plan for Mathematics ADT, we are unable to approve this program plan for funding due to the same academic program being identified for your ZTC Implementation Grant program plan. Due to legislative requirements for non-duplication, only the ZTC Implementation program plan for Mathematics ADT is approved in this subject matter area for your college.”

In discussion with the Dean for Student Success and Equity, Interim Dean of SEM, and OER Coordinator, it is agreed that the denial should be appealed. An appeal is being prepared by Monday, December 11, 2023, at 1:00pm.