HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4042 **Open Educational Resources and Low-Cost Textbooks**

References: Cal. Ed. Code s. 66406.9; 20 U.S.C. Ch.28 s. 1015(b); Cal. Code Regs Tit. 4 s. 59404; Board Policy 4042; Board Policy and Administrative Procedure 4030; Strategic Enrollment Management Plan, 2024; Academic Senate Resolutions 19-3, 21-4

Definitions
Open Educational Resources (OER) are teaching, learning, and research resources in any medium that are openly licensed, generally by Creative Commons licensing.

Low-Cost textbooks (LCT) are textbooks that cost $40 or less, according to the Hartnell College bookstore's pricing or the lowest price the textbook can be purchased new.

Zero Textbook Cost (ZTC) course sections are course sections that do not carry an instructional materials cost for students.

Philosophy
Hartnell College encourages faculty adoption of OER and LCT when feasible and within the parameters of academic freedom (BP 4042, BP/AP 4030). Hartnell College also supports the ongoing development of ZTC pathways to either a degree, or a certificate. The preferred mechanism for a course section to achieve ZTC status shall be the adoption of OER, as the adoption of OER supports student success and persistence by ensuring that every student gets their instructional materials on the first day of the semester.

Online Course Schedule
The online course schedule shall comply with all relevant state and federal legislation.
The online course schedule will designate all ZTC and LCT course sections in a manner that is clearly communicated to students. This designation will be separate and distinct from the Hartnell College bookstore's adoption services and will be updated when necessary.
The online course schedule will also be searchable for ZTC and LCT course sections, and the search process will be clearly communicated to students.

It is recommended that faculty will be responsible for providing textbook information in conjunction with the scheduling process, to ensure accuracy and streamline faculty's obligation to report this information more than once.

Promotion of ZTC and LCT Course Sections, and ZTC Pathways
To remove financial barriers to student enrollment, retention, success, and persistence, ZTC and LCT course sections and ZTC Pathways to Degrees and Certificates will be promoted to the greatest extent possible using Hartnell College web pages, Canvas (or the currently adopted Course Management System), and all appropriate advertising mediums. A robust marketing

strategy for ZTC/LCT course sections and ZTC pathways will be developed and implemented on a regular and continuing basis in consultation with the Academic Senate or designee. Information and Technology Resources (ITR) should take the necessary steps to ensure that external repositories promoting ZTC course sections like the California Virtual Campus (CVC) are functional. All students should be able to utilize CVC to view and register for Hartnell College course sections.

Inclusive Access
Inclusive Access is automatic billing where the instructional materials cost is included in the price of tuition and students must opt out. Inclusive Access is disfavored as it intrudes on student privacy interests and student choice.

See Board Policy 4042
Approved by Superintendent/President: May 14, 2024