

Below, is a road map connecting different sections of the AP to the various references. Cursor down through the draft AP and you will see the breakdown.

## 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 p

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, 2024

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Definitions:

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## References:

[Hartnell College Academic Senate Resolution 21-4](#)

RESOLVED, That the Hartnell College Academic Senate support faculty efforts to increase student access to lower-cost high-quality textbooks and other instructional materials;

RESOLVED, That the Hartnell College Academic Senate support the development of Zero-Cost and Low-Cost Degrees and Certificates.

[Strategic Enrollment Management Plan](#)



## 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.

## References:

### **20 U.S.C. Ch. 28 s. 1015(b)**

(d) Provision of ISBN college textbook information in course schedules

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall

- (1) disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental

materials for each course listed in the institution's course schedule used for preregistration and registration purposes

[Cal Ed Code 66406.9](#)

**(a) Each campus of the California Community Colleges and the California State University shall, and each campus of the University of California is requested to, do all of the following:(1)(A) Clearly highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.(B) The digital course materials described in subparagraph (A) may include open educational**

Whereas, Provisions of the [Higher Education Opportunity Act](#) that went into effect in July 2010 require each institution of higher education receiving federal financial assistance to “disclose, on the institution’s Internet course schedule and in a manner of the institution’s choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule”;

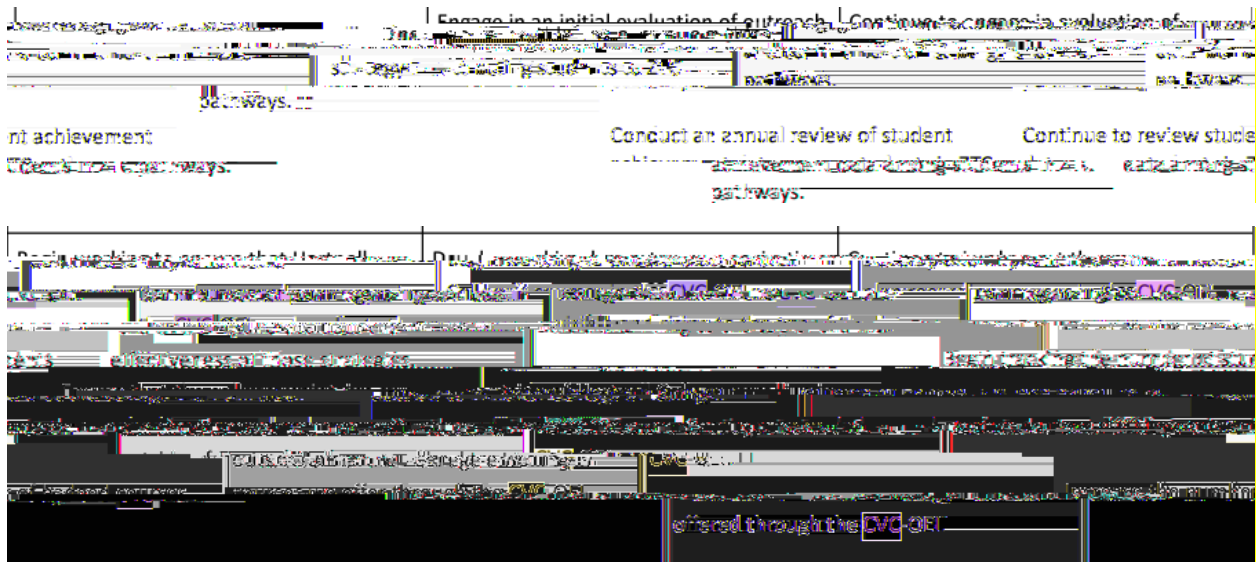
Whereas, The Academic Senate for California Community Colleges encourages local academic senates to advocate for the implementation of a process for consistent, clear, and transparent messaging to students prior to registration regarding all material and supply costs in appropriate locations, including the schedule of classes and the bookstore ([Resolution 20.02 F20](#)); and

Whereas, Textbook information is commonly provided to students prior to and at the time of registration via a section-specific link to the bookstore, and the information may in some cases be inaccurate, misleading, or missing despite the best efforts of faculty to submit clear and accurate information in a timely manner;

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.

References:

[Strategic Enrollment Management Plan](#)



Inclusive Access

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References:

[Department of Education Inclusive Access response:](#)

Eliminate the provision allowing institutions to include the cost of books and supplies as part of tuition and fees (§ 668.164(c) and (m)). Current regulations permit schools to automatically charge students for books and supplies as part of tuition and fees, without student authorization, even when the materials can be obtained from a source other than the institution. The regulations permit these charges if the school has a contract with a third-party publisher or retailer,

