



TO: Chief Executive Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate for the California Community Colleges

FROM: Rebecca Ruan-O'Shaughnessy
Vice Chancellor, Educational Services and Support

RE: Zero Textbook Cost Program Updates

In July 2022, the Chancellor's Office disseminated guidance memorandum [ESS 22-100-005 Zero Textbook Cost Program](#), which provided an overview of the Legislature's appropriation of \$115 million to the California Community Colleges in the 2021 Budget Act in one-time funding for the Zero-Textbook-Cost Degree Grant (ZTC) Program. This memo provides (1) updated ZTC grant program information that supersedes information provided in the previous memo; (2) system level resources to support the implementation of the ZTC grant program; and (3) Burden-free instructional materials taskforce updates.

1. ZTC Grant Program

The Chancellor's Office released Phase 1 grants ("ZTC Planning Grants") in July 2022 through district apportionment, 115 colleges received \$20,000 to begin planning the development of a ZTC program, additional information can be found in the [2022-23 Compendium of Allocations and Resources](#). Colleges will need to review the ZTC program assurances and complete their certification in [NOVA](#) by March 31, 2023. Fiscal reports are due in NOVA by June 30, 2023. To be eligible to receive or apply for subsequent phases of the ZTC grant, all items in NOVA must be completed.

Phase 3 grants ("ZTC Implementation Grants") are the follow-up to the ZTC Planning Grants mentioned above to support all colleges with the development and implementation of the planned ZTC degree programs. In March 2023, 115 colleges will receive additional \$180,000 through district apportionment to design, develop and pilot a ZTC degree offering. In addition to reviewing their ZTC Program assurances and completing their certification in [NOVA](#) by March 31, 2023, using the NOVA platform, colleges will need to submit a workplan by October 2023 and complete implementation and reporting by December 2024. The Chancellor's Office will communicate to all colleges and districts the availability of the workplan in NOVA.

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What was formally known as Phase 2 will be titled “ZTC Acceleration Grants” going forward. They are competitive grants and intend to support the acceleration in development and implementation of ZTC degree programs by those colleges and/or districts that are ready. Interested colleges and/or districts will apply by responding to the Chancellor’s Office’s Request for Applications (RFA). Applicants will provide details about their proposed ZTC program(s) and self-assessments of their institutions’ capacity to support that effort. The RFA will be released in Fall 2023, and awardees may receive up to \$200,000 for each degree development and implemented. The application, review, and selection timeline will be articulated at the time of the formal release of the RFA.

2. System Level Resources for Implementation Support

As the Chancellor’s Office continues the roll-out of the ZTC program, it will announce additional information on webinars and resources.

[ZTC Monthly Office Hours](#) - Office hours will now be held on the 4th Friday of the month from 9:00am-10:00am starting on March 24, 2023.

[NOVA video tutorials are available online.](#) For a new login and access to NOVA, please visit <https://nova.cccco.edu/request-access>.

a. ZTC Program related Statutes and Regulations

- [Education Code Section 78050-78052](#) –Zero-Textbook-Cost Degree Grant Program
- [Education Code Section 66406.9](#) – Highlighting courses with free textbooks
- [Education Code Section 66408](#) – Digital Open Source Library
- [California Code of Regulations, Title 5, Section 59404](#) – District Policies and Regulations for Instructional Materials.

b. Additional Resources

- [Academic Senate for the California Community Colleges Open Educational Resources Initiative](#) expands the availability and adoption of high-quality open educational resources. They provide informational webinars and events, links to OER resources, and a team of local OER Liaisons who advocate for awareness, adoption and support.
- [Community College Consortium for Open Education Resources](#) promotes the awareness and adoption of open educational policies, practices, and resources. They provide resources, support and opportunities for collaboration for learning, planning and implementing successful open educational programs.
- [Cool4Ed](#) is an OER repository service by the California State University Multimedia Educational Resource for Learning and Online Teaching (MERLOT) program.
- [Open for Antiracism Program](#) is a 4-week facilitated course on making content and classroom practices antiracist.
- [Libretexts](#) is an online textbook platform open to students, faculty and scholars.

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- [OpenStax](#) is a repository of textbooks available to instructors and students.

3. Burden-Free Instructional Materials Taskforce

The Chancellor's Office convened the Burden-Free Instructional Materials Taskforce (formerly named ZTC Taskforce) in January 2023. The taskforce plans to wrap up its last meeting by April 2023 and will provide recommendations to the Chancellor's Office by May 2023. For more information about the taskforce charge, please refer to memo [ESS 22-100-005 Zero Textbook Cost Program](#).

For questions regarding this memo or the ZTC program, contact ztc@cccco.edu.

cc: Marty Alvarado, Executive Vice Chancellor, Equitable Student Learning, Experience & Impact
John Hetts, Executive Vice Chancellor, Innovation, Data Evidence and Analytics
Lizette Navarette, Executive Vice Chancellor, Institutional Supports and Success
Aisha, Lowe, Vice Chancellor, Educational Services and Support
David O'Brien, Vice Chancellor, Government Relations
Sandra Sanchez, Interim Vice Chancellor, Workforce and Economic Development
CCCCO Staff