De Anza College
Process for Identifying No-Cost 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. Such course materials are commonly referred to as open educational resources (OER), open textbooks, or content in the public domain. "These materials 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)."

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 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 no-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 no-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 longer provide no-cost course materials.

Open Educational Resources (OER) are defined by the State as follows:

- "are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a [Creative Commons license](), that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students."
- "include, but are not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge."

Complete this checklist to determine if your course is using exclusively no-cost materials that are eligible for the OER 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.

		Yes	No
Name:			
Course Number and Section(s):			
Year and quarter course section will be offered:			
1. Will your course exclusively use digital course materials that are free of charge to students in this course section this quarter? (e.g., open educational resources, open textbooks, or content in the public domain) • If no, your course is not eligible for the OER designation at this time.			
2. Do these materials meet [accessibility requirements]()? • If no, then you cannot use these materials until they meet accessibility requirements.			
3. Will you use these course materials in compliance with [federal copyright law]()? • If no, then you cannot use these materials until they can be used in compliance with federal copyright law.			
4. Will you require your students to print their digital course materials? • If yes, then you may use the materials, but your course will not be eligible for the OER 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 OER designation.)			

Signature: _____   Date: _____

Extension: _____

Hearn 17-11-06