COMMUNITY COLLEGE OF DENVER

Title: No Textbook Cost Designations and Processes

Guideline #: INST-30

Approved: Friday, February 19, 2021

References: [OER/NTC Steering Committee](#)

Approved By: Dr. Marielena P DeSanctis, President

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1. Purpose

    a. This guideline provides a clear set of directions to ensure consistent practices on designating No Textbook Costs for courses at CCD.

2. Definitions

    a. Open Educational Resources (OER) – Open Educational Resources are textbooks and other classroom/online materials that are openly licensed, often under a Creative Commons license, and can be used and reused freely with no direct cost to the student.

    b. No-Cost Courses/Degrees - Courses and/or degrees that eliminate costs for course material by using alternative instructional materials, including resources owned or licensed by the library (such as articles, books, eBooks, streaming videos), public domain materials, as well as OERs. No-cost courses/degrees do not guarantee no cost to the institution (for example, library fees, printing fees, high-cost course fees, and program fees).

    c. Public Domain – Works that may be used without seeking the copyright holder's permission or paying a license fee because the content owner's exclusive intellectual property rights to that content may have been expired, forfeited, waived, and/or deemed inapplicable.

    d. Fair Use – Fair use allows for the use of copyrighted works in instruction without infringement on copyright. The scope of fair use is narrow. When in doubt, copyrighted works should not be used.

    e. Learning Object Repository - A Learning Object Repository (LOR) is an online library for storing, managing, and sharing your learning resources (learning objects). A learning object can be a quiz, a presentation, an image, a video, or any other kind of document or file you use to create course content and learning materials for online learning.

f. Creative Commons Licensing - A Creative Commons (CC) license is one of several public copyright licenses that enable the free distribution of an otherwise copyrighted "work" (i.e., any creative material made by a person like a painting, a graphic, a book, a song/lyrics to a song, or a photograph, etc.). A CC license is used when an author wants to give other people the right to share, use, and build upon a work that they (the author) have created.

g. WCAG - WCAG – World Wide Web Consortium Web Content Accessibility Guidelines 2.0, which established recommendations for making web-based content more accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these.

h. Instructional Fees
   i. Course Fees - Mandatory fees associated with courses that help defray the cost of offering specific courses. These include but are not limited to: field trips, required materials fees for laboratory, music, art, career and technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course, malpractice insurance; digital textbooks; and high/medium cost fees.
   ii. Medium and High CIP Course Fee - All courses offered by the CCCS are identified according to three categories based on costs of delivery: low or regular cost, medium cost, and high cost. A per credit hour course fee is charged to all medium and high cost courses.
   iii. Program Fees - Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to music, art, career and technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

3. Guideline
a. Process to Develop and Designate Courses as OER:
   i. Faculty work with the Teaching Learning Center throughout the entire OER development process. The Teaching Learning Center ensures all materials meet WCAG Accessibility Guidelines and assists with instructional design as needed. The Teaching Learning Center also assists in the Creative Commons licensing of all OER material. Once OER is correctly licensed and accessible, courses are published as OER and eligible for NTC designation.

b. Process to Develop and Approve Courses as No Textbook Cost (NTC):
   i. Faculty work with the Teaching Learning Center throughout the development process. The Teaching Learning Center ensures all materials meet WCAG Accessibility Guidelines and assists with instructional design as needed. The Teaching Learning Center will also ensure all materials fall into Fair Use guidelines. Once the quality assurance process is complete, courses are approved as No Textbook Cost (NTC).
c. Process to designate OER/No-Cost Courses in Banner and Navigate:
   i. After a course has been approved as OER/No Textbook Cost (see above), the Teaching and Learning Center notifies the relevant Department chair.
   ii. The Department chair submits and presents the [NTC Attribute Addition/Removal Form](#) to CCD's OER Steering Committee. Courses with the NTC attribution must remain no textbook cost for five years.
   iii. The OER Steering Committee sends monthly updates on NTC Attributes to the Senior Operations and Data Manager delineating which courses need a "NTC" attribute in Banner. Banner automatically populates the updated attributes to Navigate.
d. Process to update No-Cost courses on CCD web pages:
   i. The Senior Operations and Data Manager emails the Digital Marketing Coordinator, the Department Chair and the Co-Chairs of the OER Steering Committee that Banner/Navigate have been updated.
   ii. This tells the Digital Marketing Coordinator to update the OER/ NTC web page.
   iii. No-cost course designations will be updated/marketed on CCD's Department web pages in October and April when Department chairs submit departmental updates.
e. Process to Define and Identify OER/No Textbook Costs in the Catalog:
   i. Definitions in the Catalog: The CCD OER Steering Committee reviews and updates OER/No Textbook Cost definitions in the catalog. The Committee drafts or edits definitions in September and notifies the Academic Standards Committee in October of any changes.
   ii. Link to OER/No Cost Courses in the Catalog: A permanent link to the CCD OER/No Textbook Cost web page will be in the catalog. This allows for OER/No Textbook Cost course status' to be updated throughout the year.

f. Process to rollover or remove "NTC" attribute:
   i. When Department chairs build each semester's schedule, they confirm the NTC attribute.
   ii. If a "NTC" attribute needs to be removed, the Department chair will submit and present the [NTC Attribute Addition/Removal Form](#) to the OER Steering Committee to remove the course's "NTC" designation.
   iii. The OER Steering Committee sends monthly updates on NTC Attributes to the Senior Operations and Data Manager. This notification tells the Senior Operations and Data Manager that all sections need the "NTC" attribute to be removed in Banner. Banner automatically populates the updated attributes to Navigate.

g. Process to Publish OER Outwardly:
   i. To publicly publish and share out OER materials, faculty should work with the Teaching Learning Center to ensure the materials are properly licensed. Faculty should publicly publish to the Auraria Library Institutional Repository. The Teaching Learning Center will provide faculty support for publishing to the Auraria Library. Faculty can also publish their OER content to other repositories.
   ii. The Community College of Denver will only support the following approved platforms for publication and internal sharing:
      o Auraria Library's Institutional Repository
      o CCCS's Learning Object Repository
      o CCD's Learning Management System

h. Updates to OER
   i. Faculty should review OER materials for broken links annually. Every five years, the Teaching Learning Center and faculty will do a quality assurance review to make sure all OER/NTC materials remain accessible and, when applicable, that creative commons licensing is correct.

i. Annual Timeline
   i. **Monthly during FA and SP semesters**:
      o Department chairs can attend the OER Steering Committee to submit the [NTC Attribute Approval/Removal Form](#). The OER Steering Committee will send monthly updates on NTC Attributes to the Senior Operations and Data Manager. This notification tells the Senior Operations and Data Manager that all sections need the "NTC" attribute to be added/removed in Banner.
   ii. **February**: Chairs create schedules and confirm roll-over NTC designation for FA and SU courses.
   iii. **April**: OER Steering Committee reviews OER/NTC web page.
   iv. **May**: Chairs confirm roll-over NTC designation for SP courses.
   v. **October**: OER Steering Committee reviews OER/NTC definitions in the catalog and the webpage.