

# SB 1359 Legislation and Frequently Asked Questions (FAQs)

Legislation:

[SB 1359: Public postsecondary education: course materials](#) legislation states:

(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 both 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 course materials described in subparagraph (A) may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials. Each campus of the California State University, each participating campus of the University of California, and each community college district shall ensure that these materials 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).

(2) Clearly communicate to students that the course materials used for the courses identified pursuant to paragraph (1) are free of charge and therefore not required to be purchased.

**The deadline** to implement this designation in course schedules is **January 1, 2018**.

## Memos:

- [The CSU SB 1359 memo to the CSU Presidents and campus leadership. Click here to view the memo.](#)
- [The CA Community Colleges' memo on SB 1359 activities and their recommended logo/symbol.](#)

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## Frequently Asked Questions (FAQs)

### Legislation Requirements and Definitions

**Are the CA CCCs and/or the CSUs required to follow SB 1359?**

- Yes. Both systems, CCCs and CSUs, must implement this legislation.

**Can you define an online course schedule?**

- A variety of online course schedules are utilized by our campuses. Some are using the

schedules built into their Student Information Systems (SIS) and others use an additional product for their online course schedules.

- Some campus course schedules are updated daily, and some are static. We recommend the students have access to the most updated information as possible.

### **Recommended online course schedule attribute is “zero-cost course materials (ZCCM)”**

- The public-facing course schedule that students are directed to within the pre-registration and registration process must include the zero-cost course materials (ZCCM) designation for appropriate courses.
- The ZCCM designation should include all sections that have zero-cost course materials for students for all formats (digital or print). Zero-cost print materials are a “low-cost option.” Sections using library or other course materials paid for by the campus, resulting in free access to all students for all of the course materials, should get a ZCCM designation. Sections that do not require any additional instructional materials should also be identified in the class schedule using the same ZCCM designation.

### **Do we need to include a logo in the online campus schedule?**

- It is recommended to incorporate a logo indicating the course has adopted digital course materials that are free of charge, but the logo is not required.
- The CA CCC has released [a standardized logo which the CSUs are permitted to use](#)



### **Does the designation need to be in both the printed and online schedules?**

- Online symbol is required by Legislation.

### **How do we designate low cost course materials with a minimal charge (not free of charge)?**

- Campuses can add other symbols, such as \$ for <\$20 \$\$ for \$20-50, in addition to the no cost symbols if they wish. This is not required per the legislation and it is up to each individual campus to decide if they will implement.

### **When do the ZCCM course sections need to be designated in the Course Schedule?**

- 2018 winter and spring schedules are published/posted before January 1, 2018, so is the deadline really earlier?
  - No, you are not required to do it earlier than January 1, 2018 but you can test your procedure earlier if you can.
  - The print version of the 2018 winter and spring course schedule does not have to have the ZCCM designation if they are printed and distributed before January 1, 2018.
  - The digital/posted version of the 2018 course schedules will have to include the ZCCM designation beginning Jan 1, 2018 — an update will probably be required, so plan for it.

## **Instructor Schedule Changes**

**Implementation Issue #1: If the instructor for the section is changed just prior to the beginning of the term, and the previously assigned instructor indicated that the course section was a “zero cost course materials” course section, is the new instructor bound by the original designation?**

- Faculty have the right and responsibility to determine the course materials required for the section they teach. Some departments make departmental decisions by the faculty for multi-section courses and these selected course materials would be used by all the faculty teaching those sections, in accordance with departmental policies.
- **The new instructor would not be bound by the original designation.**
- The new instructor could have the option to use the previous instructor’s course materials if s/he wished to do so and this option might be convenient and useful given the timing of the assignment
- If the instructor chose to use course materials that incurred a cost instead, **campuses will need to develop a procedure to revise the online course schedule to most accurately identify the zero cost course materials sections in a timely manner.**
- Campuses can include a “note” in the legend for the course schedule that indicates that the zero cost course materials designation can change over the period between the publication of the course schedule and the first day of classes if the instructor of record changes.

**What if there is no instructor assigned to a course section at the time the course schedule is published?**

- If no instructor is assigned to a course section at the time the course schedule is published, then the zero cost course materials designation should not be used unless it is a departmental decision for course materials for the multi-section courses. [[SFSU](#)]

- **How do we find out which course sections have zero cost course materials (ZCCM)?**
- **Develop a process that works for your campus**
  - Communicate to all faculty and relevant staff about the requirements and opportunities of SB 1359
  - Campus may wish to develop a campus policy
  - Develop a procedure to identify the ZCCM sections
  - Aggregate and communicate the ZCCM sections to staff managing course schedules
  - Design and implement icon for ZCCM sections 
  - Coordinate all roles and responsibilities of staff and faculty

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### Continued...

- Require departments to indicate this in the class scheduling process (PS field attribute).
- Require faculty to fill out a form: [Example form](#).
- Work with campus bookstore who is already capturing textbook selections. They have a designation for faculty to indicate they are selecting OER in their software.
- Facilitate a campus-wide meeting to inform faculty of this requirement.

## What is considered “Free of Charge” and “Low Cost Option” content?

### Free of Charge Content:

- Open educational resources
- Library resources
- Public domain resources
- Faculty-created materials

### How do we find Open Educational Resources (OER)?

- Use Open Educational Resources that are free for students
- Use digital library resources that are free for students
- Use links to online resources that are free for students
- Use faculty created materials that are free for students (whether they are OER or not)
- Communicate/designate that no course materials are required for the course

## Can we use library materials for OER

- Sections using library or other course materials paid for by the campus, resulting in free access to all students for all of the course materials, should get a ZCCM designation. Sections that do not require any additional instructional materials should also be identified in the class schedule using the same ZCCM designation.
- The librarians really need to be brought into your process to understand what is available through e-books.

## Low cost print options

- Printed versions of the digital materials

## What if a course requires students to purchase materials other than textbooks, for example calculators, safety goggles, theater tickets, etc.?

- Since ZCCM is a “no or zero cost” designation, if a course includes a course materials fee, it cannot be a ZCCM designee. The ZCCM designation cannot be used if students are required to purchase any course materials or supplies (e.g., lab coats, calculators, or goggles...).
- Exception: Scantrons or blue books are generally expected course costs similar to bringing a pen or pencil and notebook paper to class.
- Because of these distinctions, some institutions have created a “low cost” designation in addition to ZCCM. The institution determines what is “low cost” (e.g., \$40 or less, or \$60 or less), and then the student schedule shows these two options for the students.

## [CSULB recommended list of ZCCM Qualified Course Materials 2018](#)

## Additional Information & Resources

### What kind of reporting of ZCCM courses to the CO or the legislature is required?

- The reporting terms have not been defined as of now.

### Resources:

The California Open Online Library for Education has a “[Community Page](#)” which includes:

- CCC and CSU memos about SB 1359
- Webinar PPT presentations and recordings, including CSU and CCC campuses explaining how they are implementing SB 1359
  - [April 2017 PPT](#) and [Recording](#)
  - [May 2017 PPT](#) and [Recording](#)
  - [June 2017 PPT](#) and [Recording](#)
- Ongoing updates added as campuses develop procedures, policies, etc.
- [SB 1359 Resources Folder](#)
- [SB1359 Bookstore Implementation](#)
- [ZCCM FAQ](#) - Created by San Francisco State AL\$ Team

**Potential Stakeholders** for strategic planning:

- Registrar's Office
- Admission and Records
- Student Information System (SIS) technical person(s)
- CIO or IT Exec
- Online Campus Course Schedule person
- AB 798 Coordinator
- Academic or Faculty Senate
- Bookstore Textbook Materials' Coordinators and/or execs
- Department Course Schedulers
- VP of Instruction / Provost
- Student government and/or Student Affairs Student Govt Liaison(s)

**Office Logo:**

