



COMMITTEE MEMBERS

Present: Kelly Adams, Sarah Bosler (Co-chair), Aleli Clark, Elizabeth Cook (Co-chair), Veronika Delvaux, Rina Gonzales, Stephanie Yee, Henoch Perez (ASCC Rep)

Not Present: Lee Marie Bagtas, Kathy Harker, Gil Marquez, David Lewis, Kevin Pao, Nicholas Paulson, Areej Qasqas

MINUTES

1. Welcome and Introductions
2. Purpose statement and goals were discussed and edits made. See Purpose Statement below for details.
3. Sarah shared an update on the ZTC Degree Pathways Grants:
 - a. The college received \$570,000 in ZTC grant funding to work towards 100% ZTC degree pathways.
 - b. The first set of ZTC degree pathways include ADTs in History, Sociology, and Psychology, transitioning courses in Biology, Math, Sociology, and Speech to ZTC. See attached PPT as a reference.
 - c. Future ZTC degrees include Anthropology, Child and Adolescent Development, Business Administration, and moving toward A.S. in Pre-Allied Health.
4. Pathway completion: How does your course going OER contribute to a 100 & ZTC degree(cert) Encouraged folks to seek out how/if their course fits.
5. Discussion: How can we expand/integrate ZTC on campus? How can you help?
 - a. Shared how to explore OER in by discipline using the [curated OER collections](#).
6. Upcoming Professional Learning Opportunities
 - a. [LibreText](#) is a key OER platform the college is utilizing, providing access to a variety of OER textbooks and resources. Faculty can create a Verified Instructor [LibreOne account](#) to begin remixing their own OER.
 - b. The [ASCC's OERI \(Open Educational Resources Initiative\)](#) provides webinars, workshops, and other professional development on OER. This includes archived recordings for those who can't make it live.
 - c. [Citrus College Professional Learning](#) provides \$850 in funding for faculty, classified staff and managers for conference attendance, including OER-related conferences and training.

- d. Check your email monthly for the [OERL Newsletter](#). Elizabeth sends these out to alert faculty of upcoming events.

7. Next Steps

- a. The committee will continue to promote OER/ZTC options and seek faculty/student input on additional degree pathways.
- b. Institutional research data on the impact of ZTC courses will be shared at the April meeting.
- c. The committee encourages all faculty, staff, and students to get involved and provide feedback.

Future 2026 Meeting Dates

Spring: April 10 and May 8

CITRUS COLLEGE
Instructional Materials and Equity Committee
2025-2026

PURPOSE STATEMENT - DRAFT

Instructional Materials and Equity Committee (IMEC)

Purpose Statement

The goal of the Instructional Materials and Equity Committee (IMEC) is to advance equitable student success by identifying and removing institutional barriers to equity that are related to textbook access and affordability.

Guided by the College’s mission, vision, values, and Strategic Plan, the Committee works to eliminate financial, technological, and structural barriers that impede students’ full participation in learning. IMEC promotes high-quality teaching and academic freedom while supporting faculty in selecting, adapting, and creating instructional materials that reflect diverse perspectives and meet evolving educational needs.

The Committee serves as the primary advisory body to the Academic Senate on matters related to instructional materials, including Open Educational Resources (OER), Zero- and Low-Textbook-Cost (ZTC/LTC) courses, transparency, and compliance with state and federal requirements. Through collaboration with campus partners, IMEC helps ensure that students have equitable, day-one access to required materials, supporting persistence, completion, and social mobility.

Responsibilities for 2025–2026

- Promote and support the effective use and creation of Open Educational Resources (OER) and the expansion of Zero-Textbook-Cost (ZTC) courses and pathways that improve affordability and access to learning materials.

- Educate faculty, staff, and students about OER, open licensing, and burden-free access through resource sharing, and communication campaigns.
- Recommend strategies to move toward compliance with Title 5 California Code of Regulations [§ 54221 Burden-Free Access to Instructional Materials](#) by June 2026.

Frequency of Meetings

Monthly, during primary academic terms

Day/Time of Meeting

2nd Friday of the month from 1:00-2:30 p.m.

Committee Composition

- OER Liaison
- ZTC Tri-Coordinator
- Faculty Member(s)
- Associated Students of Citrus College (ASCC) Representative(s)

Reviewed by IMEC 3/13/26