



COMMITTEE MEMBERS

Present: Kelly Adams, Sarah Bosler (Co-chair), Aleli Clark, Anthony Delgado (Guest), Kathy Harker, Henoch Perez (ASCC Rep), Kevin Pao, Bryun Sakaye (Guest)

Not Present: Lee Marie Bagtas, Elizabeth Cook (Co-chair), Veronika Delvaux, Rina Gonzales, David Lewis, Gil Marquez, Nicholas Paulson, Areej Qasqas, and Stephanie Yee

MINUTES

1. Purpose statement and goals – Discussed the newest draft, made edits and voted to approve.
2. ZTC Grant update –
3. Institutional Research ZTC Data (Anthony Delgado, Research Analyst from the Office of Institutional Research)
 - a. Anthony presented data showing that 43% of sections at Citrus College were ZTC (Zero Textbook Cost) in 2024-25, with success rates being 83% for ZTC courses compared to 76% for non-ZTC courses. The data revealed a 31% higher odds of course success for students enrolled in ZTC sections after controlling for ethnicity and financial aid.
 - b. Anthony followed up and emailed the PPT slides he shared after the meeting including both the Flex Day presentation materials and the report.
4. XB12 Coding and ZTC marking in the Live Schedule (Bryun Sakaye, Director of Enterprise Systems, TeCs)
 - a. Bryun shared the new XB12 form that he created to be used by administrative assistants, faculty to use to collect XB12 information that is required by the Chancellor's Office. He shared plans to implement this XB12 coding system to better track how courses achieve zero textbook cost status, with Brian demonstrated this new tool that will help faculty and administrators input these codes. The system will automatically populate ZTC and LTC markers in the public, live schedule which will include low-cost filtering options for the upcoming terms.
 - b. Sarah will email Bryun the sections for all 2024-25 terms with XB12 codes so he can update in the system so the XB12 form can suggest an accurate code from the previous year. This will aid in the coding for the upcoming terms.
 - c. Bryun will update the email template wording that will go out to faculty to clarify which code fits best. He will also add the ZTC attribute in the details field of the live schedule. Bryun is continuing to test this tool and welcomes feedback on making it as effective as possible.
 - d. Sarah will coordinate with Henoch about a presentation to ASCC Exec. Board about ZTC efforts on campus and further marketing about ZTC and the

new live schedule via social media. Sarah and Kelly will also work on creating short videos to aid in the correct XB12 marking in the form.

5. Discussion: The team discussed a new XB12 tool developed by Bryun to streamline the process of coding course materials at the section level, which will automatically populate ZTC and low-cost attributes in the public, live schedule. The group reviewed the tool's features, including email notifications to instructors for clarification and bulk approval capabilities. They also discussed plans to implement low-cost textbook filtering in the new live schedule and addressed accessibility concerns for icons and graphics.
6. Professional Learning: The conversation ended with a discussion of ongoing professional learning opportunities and resources available for faculty and staff interested in OER and ZTC initiatives.
 - a. LibreTexts OpenEd Week - [YouTube Recordings](#)
 - i. Including 6 videos on Intro. to LibreTexts, accessibility, ADAPT (open online homework), AI and the LibreTexts Academy
 - b. ASCC OERI Website
 - i. [Upcoming Webinars and Events](#) and Archived Recordings
 - ii. [Curated Collections](#) including Discipline Resources

Future 2026 Meeting Date

Spring: 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