


Zero Cost Course Materials [In Compliance with California Senate Bill (SB) 1359]

1.0 Identifying Classes with Exclusively Zero Cost Course Materials (ZCCM)

- 1.1 As of January 1, 2018, California Senate Bill 1359 (SB 1359) mandates that all CSU campuses clearly highlight, by means of a symbol or logo on the online public-facing class schedule, all classes offered that exclusively use digital and printed course materials are free to students and may have a low-cost option for print versions.
- 1.2 Currently, our public-facing class schedule is accessible through our Class Search portal. There is also a delivered version of Class Search within the student system used in the registration process. ZCCM designated classes will be highlighted in both areas.
- 1.3 Classes designated as a “Zero Cost Course Material” will not require a financial commitment from students after registration fees have been paid.

2.0 Implementation

- 2.1 In compliance with SB 1359, a ZCCM code is created with a  symbol attribute, located in the first column of the class offerings list. In the internal Class Search, the message will read, “All digital and print course materials are no cost.”

3.0 Charge

- 3.1 During the production of each class schedule, all faculty teaching that term will be required to identify any classes they are offering that exclusively require zero cost course material to their College Scheduler.
- 3.2 Every digital and print course material required or recommended by the instructor for a class section must have zero cost and be accessible to all students in the class.
- 3.3 Once a class is coded as a Zero Cost Course Material section, posted to the public-facing and internal Class Searches, and enrolled with students, the course materials must remain free of charge. Course materials with a cost cannot be added after students have enrolled.
- 3.4 Any class sections where the instructors have not decided if all digital and print course materials will be free of charge shall refrain from requesting the ZCCM code designation until it has been confirmed to be a ZCCM section.

4.0 Copyright Laws, Regulations and Acts.

- 4.1 The digital and print course materials include a variety of forms and must comply with the federal Copyright Act of 1976 (Public Law 94-553). Various forms are included below, but not limited to:
 - 4.1.1 Library Resources – institutionally licensed campus library materials and other properly licensed and adopted materials that all students enrolled in the class have access to use (unlimited simultaneous access). Examples include: E-books, journal articles, streaming audio/visual collections and digital subscriptions.

- 4.1.2 Open Educational Resources (OER) – openly licensed educational resources are mostly available online and are freely assessable to anyone. Many are published under a Creative Commons license to allow for use, adaptation, and sharing. Examples include: full courses, course materials, modules, textbooks, faculty-created content, learning objects, streaming videos, tests, software and any other tools, materials or techniques used to support access to knowledge, and MERLOT.
 - 4.1.3 Open CourseWare (OCW) – free online materials of entire courses (syllabi, presentations, assignments, and assessments) published by select universities in the US and UK.
 - 4.1.4 Open Textbook Library (OTL) – books have been reviewed by faculty from a variety of colleges and universities to assess their quality. They can be downloaded for no cost, or printed at low cost.
 - 4.1.5 eTextbooks – quality free and open textbooks that everyone can use for teaching and learning. Open textbooks are typically authored by faculty and published on the web with the support of universities and new commercial companies. Also commonly governed by Creative Commons, enabling users to download, customize or print textbook without expressed written consent of the author. New commercial companies provide free access to the textbook content online, while charging lower prices for print products. Example: California Open Online Library Faculty Showcase (COOL4Ed).
 - 4.1.6 Open Access Journals – open journals, providing freely available, high quality online articles. Quality open journals are peer reviewed. Open articles may be found through the Directory of Open Access Journals.
 - 4.1.7 Custom faculty-authored materials provided at no charge to students
 - 4.1.8 Massive Open Online Courses (MOOC) – a type of free online course aimed at large-scale participation and open access via the web. Many of the materials have been peer reviewed by higher education faculty with expertise in using online resources. Examples include Coursera, edX, and Udacity
 - 4.1.9 Documents, publications, media, and other educational materials authored or created under the auspices of governmental agencies and international organizations.
- 4.2 Due to the implementation deadline, coding of the ZCCM code will be begin with the Spring 2018 term

The attached statement of SB 1359 – Identifying Classes with Exclusively Zero Cost Course Materials was adopted by Academic Affairs and the Colleges. Please see that copies of this document are distributed to faculty and staff housed in your respective programs.

APPROVED: _____

DATE: _____

Approved: Dr. Michael Spagna, Provost & Vice President, Academic Affairs

Date: October, 24, 2017