[](https://alameda.edu/)

**DRAFT MINUTES**

**Zero Textbook Cost (ZTC) Taskforce**

Tuesday, February 4, 2025

12:00pm – 1:00pm

Location: Zoom

<https://peralta-edu.zoom.us/my/fowler>

Attendance: Jennifer Fowler, Carla Pegues, Hoi Koi, Diana Bajrami, Olga Fish, Rich Kaeser, Nicole Porter, Jayne Smithson, Jane McKenna

Guests: Melanie Dixon

* **Grant Coordination Interim Coverage**
  + AS President Jennifer Fowler and VP Carla Pegues will coordinate meetings until a ZTC Coordinator is in place. The Zoom AI Companion function will be used to summarize meeting notes create a draft for minutes the taskforce will review. A [ZTC Taskforce website](https://alameda.edu/our-college/college-leadership/ztc/) was created for agendas, minutes, and general information. The taskforce will meet twice a month on the 1st and 3rd Thursdays from 12-1pm until a ZTC Coordinator in place. Check in mid-semester to see if two meetings a month are needed.
* **ECON Acceleration Grant Update**
  + The Economics (ECON) Department received an Acceleration Grant in the amount of $170K. ECON will continue to collaborate with other discipline faculty across the state to develop critical projects to reduce materials costs for students.
* **Grant Updates and ZTC Coordinator/Faculty Lead Job Descriptions**
  + President Dixon provided an overview of ZTC Grant work completed and in progress, while the taskforce engaged in discussion on historical and present details related to project development. Discussion took place about the ZTC Coordinator and Faculty Lead job descriptions, which had not yet gone to the Academic Senate. The taskforce agreed to follow a similar process to the one used for the Common Course Numbering Coordinator job description from Curriculum Committee, with recommendations being presented as an informational item at the next Academic Senate meeting.
  + New VPI Porter was briefed on the project and will continue to serve on as the taskforce administrative designee and point of contact.
* **Project Workflows and Next Steps**
  + VPI Porter emphasized the importance of the ZTC Grant project and aligns with taskforce’s goal of establishing grant timelines and processes. Discussion focused on the decision to temporarily convert the Coordinator and Faculty Lead roles from release time into stipends for Spring 2025 semester only, since final selections will still take several weeks to go through established processes. The plan is that roles with release time will be advertised before the end of Spring 2025 semester so faculty selections will occur prior to the Fall 2025 start date. The team agreed that moving forward with the Spring 2025 ZTC Coordinator job description (stipend version) first was the highest priority, and will go to Academic Senate as an informational item before being posted.

**Next Meeting:** Tuesday 2/18/25 from 12:00pm – 1:00pm on Zoom: <https://peralta-edu.zoom.us/my/fowler>