

# ARC OER/ZTC Faculty Funding – Frequently Asked Questions (FAQ)

## 1. What is the purpose of the OER/ZTC funding program?

This program provides financial and administrative support for faculty to adopt, adapt, or create Open Educational Resources (OER) that result in course sections designated as Zero Textbook Cost (ZTC). The goal is to increase student equity and access by eliminating textbook costs and improving the quality, accessibility, and inclusiveness of instructional materials.

## 2. Who is eligible to apply?

All American River College faculty—both full-time and adjunct—are eligible to apply. Applicants must verify that their current assignments and workload allow participation under the Los Rios Community College District PEX Salary Schedule (see FAQ #8 for details).

## 3. What types of projects are eligible for funding?

Funding is available for the following project types:

Project Type	Description	Maximum Award
Transitioning to OER	Adopting and aligning an existing OER textbook to replace a commercial textbook.	\$3,000
Updating/Remixing OER	Substantially improving or customizing existing OER materials.	\$2,500
Creating Ancillaries/Assessments	Developing or curating lecture slides, videos, homework, or assessments aligned to an OER textbook.	\$2,500
Publishing In-House Materials as OER	Licensing and publishing department-created materials as open educational resources.	\$1,500

All projects must lead to **Zero Textbook Cost (ZTC)** course sections.

## 4. What type of non-monetary support is included?

Each funded project includes up to **40 hours of student intern or administrative support** to assist with:

- Integrating OER materials into **Canvas** or **LibreTexts**
- Managing **Creative Commons licensing** and attribution
- Uploading and organizing materials in OER repositories
- Formatting, accessibility review, and general administrative tasks

### 5. When do projects begin and end?

Projects may begin in **Fall 2025 or Spring 2026**.

All projects must be completed, with materials shared and deliverables submitted, by **November 1, 2026**.

### 6. When is the priority application deadline?

Applications are reviewed on a **rolling basis** until funds are fully allocated. However, **priority will be given to proposals submitted by December 7, 2025**.

### 7. How do I apply?

Submit your proposal through the [ARC OER/ZTC Funding Application Form](#). Before submitting, applicants should discuss their proposed project with their **Department Chair and Dean** to confirm workload eligibility and alignment with program goals.

### 8. How are faculty compensated?

Award funds used for instructional salaries will be paid according to the **2024–2025 PEX Salary Schedule**, available on the Los Rios Community College District website: [PEX Salary Schedule 2024–2025](#)

Applicants must verify that their **current assignments and workload allow participation** under the PEX Salary Schedule (*PEX compensation eligibility*). If adjustments are needed, faculty should work with their Department Chair to modify their Spring 2026 or Fall 2025 schedule to enable participation.

## Transitioning to OER

### 9. What does “Transitioning to OER” mean?

This refers to replacing a commercial textbook with an **openly licensed OER textbook** that meets your course’s learning outcomes. Faculty may also redesign lectures, assignments, or assessments to align with the new materials.

### 10. What is the expected outcome?

The course must qualify for the **ZTC designation**, meaning students will not be required to purchase any textbooks or materials.

## Updating or Remixing an Existing OER

### 11. What qualifies as “Updating” or “Remixing”?

This includes modifying existing OER to better align with your course outcomes, adding new multimedia content, combining multiple sources, or improving accessibility and usability.

### 12. Do I need to share the revised OER publicly?

Yes. Updated or remixed materials must be shared under a **Creative Commons License** and published in a repository such as **LibreTexts** or **Canvas Commons**.

## Creating Open Ancillaries and Assessments

### 13. What kinds of ancillaries or assessments can be created?

Projects may include lecture slides, videos, quizzes, question banks, assignments, problem sets, simulations and other interactive elements, or any other resources that align with an OER textbook and support a full semester of coursework.

### 14. Where should these materials be published?

Ancillaries and assessments should be shared in repositories such as **LibreTexts ADAPT**, **MyOpenMath**, or **Canvas Commons**. *(LibreTexts supports a wide range of interactive and adaptable ancillaries through tools like **ADAPT**, **H5P**, and **LibreStudio**. Faculty can create or curate quizzes, homework sets, videos, simulations, interactive exercises, and instructor guides — all seamlessly integrated into **Canvas** or hosted on **LibreTexts**. These tools make it easy to design engaging, fully open course materials that meet accessibility and ZTC standards.)*

## Publishing In-House Materials as OER

### 15. What are “in-house materials”?

In-house materials are course resources developed by departments or individual faculty that are free to students but not openly licensed, such as lab manuals, readings, or Canvas modules.

### 16. What does this project involve?

This project focuses on applying a **Creative Commons License**, ensuring materials are accessible, and publishing them openly (e.g., **LibreTexts**, **Canvas Commons**) so other educators can reuse and adapt them.

## Application and Review Process

### 17. How will proposals be evaluated?

Proposals will be reviewed based on:

- Potential for **student cost savings**
- Number of **sections and students impacted**
- Course alignment with **degree pathways, Cal-GETC, or transfer requirements**
- Faculty readiness and project feasibility (confirmed with Chair/Dean)
- Contribution to **ARC’s ZTC and equity goals**

### 18. Can multiple faculty apply together?

Yes. Collaborative applications are encouraged. A lead faculty member should be designated as the primary contact, and all participating faculty should be listed in the application.

### 19. What if my course already uses OER or free materials?

You can still apply. Projects that enhance or expand the use of existing OER or convert free but non-open materials into OER are eligible.

## **20. What if my workload changes after applying?**

If your workload changes and affects **PEX eligibility**, coordinate with your Department Chair and Dean to make schedule adjustments to allow participation.

## **Support and Resources**

### **21. Who can help me locate or adapt OER materials?**

ARC's OER/ZTC Liaison and librarians can help identify, evaluate, and adapt OER materials that align with your learning outcomes and accessibility needs.

### **22. How can I get help during the application or project process?**

- Join **OER/ZTC Drop-In Office Hours**:  
Tuesdays & Wednesdays, 12:00 PM–1:30 PM  
[Zoom Link](#)
- Contact **Yeny Peña-Grafton**, OER/ZTC Liaison:  
[pena-gy@arc.losrios.edu](mailto:pena-gy@arc.losrios.edu)

## **Key Dates Summary**

Priority Application Deadline:	<b>December 7, 2025</b>
Project Start:	<b>Fall 2025 or Spring 2026</b>
Completion Deadline:	<b>November 1, 2026</b>