

**Office of Academic Affairs**

**MEMORANDUM**

Date: October 12, 2023

To: Santa Ana College Faculty

From: Dr. Sara Butler, Dean of Academic Affairs

Subject: Open Education Resources and Zero Textbook Costs Faculty Coordinator

**OVERVIEW**

The Office of Academic Affairs is seeking faculty applicants for a ***grant-funded special assignment*** as **Open Education Resources and Zero Textbook Costs Faculty Coordinator*.*** Below is the job description and more information regarding the assignment’s expectations and deliverables.

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| **DATES OF ASSIGNMENT** | **\*Stipend, LHE, and/or Contract Extension Days** |
| February 12, 2024 – December 12, 2025 | 6 LHE Release Time in Fall; 6 LHE Release Time in Spring |

#### JOB DESCRIPTION AND SUMMARY

Under the direction of the Dean of Academic Affairs and in coordination with the Director of Distance Education, the Open Education Resources and Zero Textbook Costs Faculty Coordinator provides leadership in Open Education Resources and Zero Textbook Costs faculty projects. The coordinator will participate in planning, coordinating, implementing, reporting, and evaluating as they relate to Open Education Resources and Zero Textbook Costs.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Coordinate and collaborate with faculty on Open Education Resources and Zero Textbook Costs projects and leads through the following activities:

* Provide leadership to inspire and recruit faculty to develop, adopt, adapt and/or evaluate open educational resources for the benefit of students and campus OER/ZTC pathway initiatives.
* Raise awareness of open educational resources across the campus, encouraging broad participation by departments, faculty, classified professionals and students.
* Consult with Distance Education Director and Distance Education Faculty Coordinator on OER/ZTC campus initiatives and grant projects.
* Serve as chair or co-chair of OER/ZTC Faculty Work Group.
* Serve as the OER/ZTC representative for the Student Equity and Achievement Program (SEAP) Committee.
* Consult with faculty on adopting and adapting high quality OER/ZTC and connect them to campus supports, including the OER Librarian, SAC Instructional Designer, and SAC Distance Education Office, as necessary.
* Attend OER/ZTC workshops, webinars, and conferences to stay current on OER/ZTC best practices.
* Communicate about OER/ZTC with appropriate constituency groups, including sharing about new OER to relevant department chairs.
* Contribute input, as needed, for campus planning documents, program review, and accreditation.
* Provide campus and professional development programming to support faculty. This may include the following efforts:
  + Offering Flex Week and New Faculty Institute workshops on OER, ZTC and open education topics
  + Providing an intro to OER/ZTC to students and how they find these courses in Self-Service (e.g. during SAC Days)
  + Coordinating programming for Open Ed Week in March
* Attend Academic Senate meetings to advocate for and consult on OER/ZTC and other open educational practices, as needed.
* Serve as the college’s ASCCC Open Educational Resources Liaison (OERL).
* Manage the OER/ZTC Faculty Work Group Teams site.
* Respond to queries sent to the SAC OER Outlook email account (oer@sac.edu).

**Minimum and Desirable Qualifications**

* Online Teaching Certification and knowledge of Open Education Resources and Zero Textbook Costs
* Adoption and utilization of OER/ZTC course for at least one term
* Principles and practices of project management
* Canvas experience and technical skills
* Oral and written communication skills

**APPLICATION PROCEDURE:**

1. Submit a one-page letter of interest that specifies your interest in and addresses your qualifications for the assignment. Include your CV.

2. Email to Cristina Miranda ([Miranda\_Cristina@sac.edu](mailto:Miranda_Cristina@sac.edu)).

3. Deadline for submission is Friday, **10/27/23**, **at 3:00 p.m.**

**Selection Process**

The Dean of Academic Affairs, in consultation with the Vice President of Academic Affairs and the College President, will review all statements of interest submitted by the deadline and will make the final decision. An interview is not required.

**Assessment of Assignment**

Following conclusion of this special assignment in Fall 2025, an assessment will be made to determine success in achieving college goals for Open Education Resources and Zero Textbook Costs. The President reserves the right to not extend this grant-funded special assignment.