TO: Chief Executive Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate for the California Community Colleges

FROM: James Todd, Assistant Vice Chancellor
Educational Services and Support

RE: ZTC 2025 Allocation

Background

The 2021 Budget Act appropriated $115 million in one-time funding to the California Community Colleges for the Zero-Textbook-Cost Degree (ZTC) Grant program. (Ed. Code, § 78050 et seq.) The program prioritizes the development of Open Educational Resources (OER) to "reduce the overall cost of education for students and decrease the time it takes students to complete degree programs offered by community colleges." (Ed. Code, §§ 78051, 78052.) The Chancellor's Office has released ZTC funds in several phases and has issued guidance memos that explain the funding opportunities and outline important information and available resources for program implementation (ESS 22-100-005 Zero Textbook Cost Program, ESS 23-04 Zero Textbook Cost Program Updates, ESS 23-37 Zero Textbook Cost Program Additional Updates & Acceleration Grants and ESLEI 24-30 Zero Textbook Cost Program: Acceleration II, Impact, and OER Expansion Grants). This memo outlines the parameters for additional program funding.

ZTC 2025 Allocation

During this phase of system-wide funding, colleges will be allocated $400,000 to implement at least two additional ZTC academic program pathways in new academic areas not previously awarded, and to increase OER adaptation and adoption across the curriculum. The Academic Senate for California Community Colleges (ASCCC) Open Educational Resource Initiative (OERI) will provide lists of high-quality OER materials for multiple subject matter program pathways and courses that colleges can consider for adaptation and/or adoption. In compliance with the authorizing legislation, by implementing ZTC pathways utilizing OER identified by the OERI and

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the ZTC Acceleration Grants Collaboration Cohorts, colleges will have resources available that do not result in duplication of effort.

The ZTC 2025 Allocation will total $46,000,000, evenly distributed across 115 colleges. The Chancellor's Office will use 20 percent or $80,000 of each allocation to support a contract with ASCCC OERI to assist local efforts and the sustainability of statewide ZTC efforts. Each college will therefore receive a total of $320,000 through district apportionment at first principal allocation for the work of implementing a minimum of two academic program ZTC pathways. Colleges can use the funds to support ZTC/OER Coordinator positions, faculty stipends for OER implementation, professional development in ZTC/OER, and other related ZTC expenses that are reasonable and justifiable to produce ZTC Degree Grant Program outcomes. Colleges will receive support under the ASCCC OERI contract for any further OER expansion efforts including curation, maintenance, and pathway development.

ASCCC OERI will also assist the colleges with ZTC/OER by supporting the recruitment of college faculty across the system to create discipline-specific materials, resulting in more availability of high-quality OER materials, as well as a sustainable, collaborative OER collection for instructor and student use. ASCCC OERI will work directly with participating colleges to target difficult to convert courses and under-resourced academic programs to build a robust OER collection that will support associate degree for Transfer (ADT) pathways and Cal-GETC general education courses. The ASCCC OERI will update adopted resources to ensure they are current and relevant.

Timelines and Reporting

The ZTC 2025 Allocation will be reported via the NOVA Impact Grant program application process; however, colleges will have until June 2025 to select the ZTC program pathways supported by the funding. All reporting deadlines, progress reports, expenditure reports and reporting timelines will be aligned with the ZTC Impact Grants; however, ZTC 2025 Allocation pathways might require time beyond the Fall 2026 deadline to fully implement. The Chancellor's Office will continue to obtain data from colleges for the ZTC Legislative Report, which will include recommendations to make ZTC funding permanent for colleges in the state. An updated table outlining implementation and reporting requirements for all ZTC grant phases is provided in Table 1:

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[1]Colleges can opt out of this funding opportunity by notifying the Chancellor's Office in writing by January 31, 2025.

Table 1: ZTC Program Reporting Summary Chart*

2023	2024	2025	2026
Planning & Implementation Grant**			
Program Plan – NOVA Application closed	Progress & Expenditure Report #1 – NOVA 12/31/24	ZTC Pathway by Fall 2025; Progress & Expenditure Report #2 – NOVA 12/31/25	Final Report*** – NOVA 12/31/26
Acceleration Grant			
Program Plan – NOVA Application closed	Progress & Expenditure Report #1 – NOVA 12/31/24	Progress & Expenditure Report #2 – NOVA 12/31/25	ZTC Pathway by Fall 2026; Final Report*** – NOVA 12/31/26
Acceleration II Grant			
Program Plan – NOVA 4/29/24 – 12/16/24		Progress & Expenditure Report #1 – NOVA 12/31/25	ZTC Pathway by Fall 2026; Final Report*** – NOVA 12/31/26
Impact Grant / ZTC 2025 Allocation Pathways			
Impact Program Plan – NOVA 7/8/24 – 6/10/25		Progress & Expenditure Report 1 – NOVA 12/31/25	ZTC Pathway by Fall 2026; Final Report*** – NOVA 12/31/26
OER Expansion Grant – up to $20K per course being added to a ZTC pathway			
Program Plan – NOVA 7/8/24 – 12/16/24		Progress & Expenditure Report 1 – NOVA 12/31/25	OER Courses by Fall 2026 Final Report*** – NOVA 12/31/26

* XB-12 data is due three times per year, 30 days after each term ends. Data beyond XB-12 will be necessary to meet ZTC data reporting requirements.

** For Implementation Grant, the Program Plan and the annual reports specified in the table above supersedes reporting and completion requirements in prior memos.

*** Final report will culminate data collection and expenditures for all grant phases.

Support of the ZTC Degree Grant Program and OER Expansion

The Chancellor's Office is committed to prioritizing the successful implementation of the ZTC program and OER expansion. The Chancellor's Office [Technical Assistance Provider](#) (TAP), College of the Canyons, will continue to support colleges with responses to email inquiries, scheduled meetings, Librarian Office Hours, Creative Commons Licensing Office Hours and professional development courses. The TAP will also increase class section offerings in 2025 for ZTC support. To help colleges develop internal capacity, the TAP will coordinate with the ASCCC OERI to offer a new OER Coordinator Academy to ameliorate college's ZTC/OER efforts.

The Chancellor's Office will develop an OER sustainability plan executed by the ASCCC OERI to ensure the systematic maintenance of OER materials, as well as to identify and curate alternative OER materials for courses where philosophical or other approaches are needed. The ASCCC OERI will continue to use its established infrastructure to compile, curate and maintain resources organized by C-ID, CCN and Cal-GETC areas, as well as associate degree for Transfer (ADT) program pathways. The [ASCCC OERI](#) will also facilitate communities of practice; provide professional development for faculty and colleges; host Webinars and conference sessions to serve ZTC/OER efforts; support OER Liaisons, Discipline Leads, and OER developers; and implement processes for IDEA (Inclusivity, Diversity, Equity, and Anti-Racism) framework review.

ZTC 2025 Allocation Next Steps

The Chancellor's Office will host a ZTC 2025 Allocation Webinar during the final week of January 2025. Details and registration information for the Webinar will be shared through the CIO, CSSO, and ZTC Listservs in the forthcoming weeks. Funds for the ZTC 2025 Allocation will be processed at the P1 Allocation with college districts likely receiving funds by early March 2025. Questions regarding the ZTC Degree Grant Program can be directed to the ZTC TAP at ZTCTap@Canyons.edu or to the Chancellor's Office at ZTC@CCCCO.edu.

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