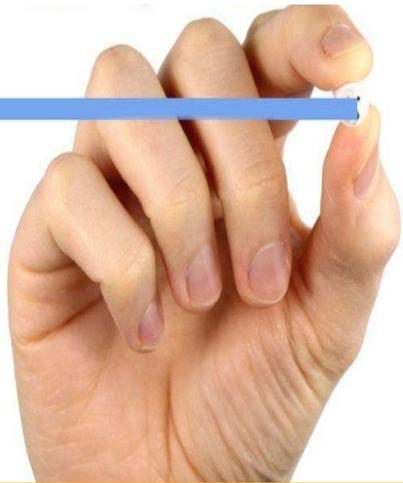


# ANNUAL REPORT



California Community Colleges

## ZTC Progress and Expenditure Report #2

November 17, 2025

# Today's Presenters



**James Glapa-Grossklag**  
Dean, Learning Resources  
ZTC TAP  
College of the Canyons

**Justine Pereira**  
Community College  
Program Assistant  
Chancellor's Office



**Chad Funk**  
ZTC Program Specialist  
Chancellor's Office

**Lauren Ilano**  
Senior Researcher  
The RP Group



# Agenda

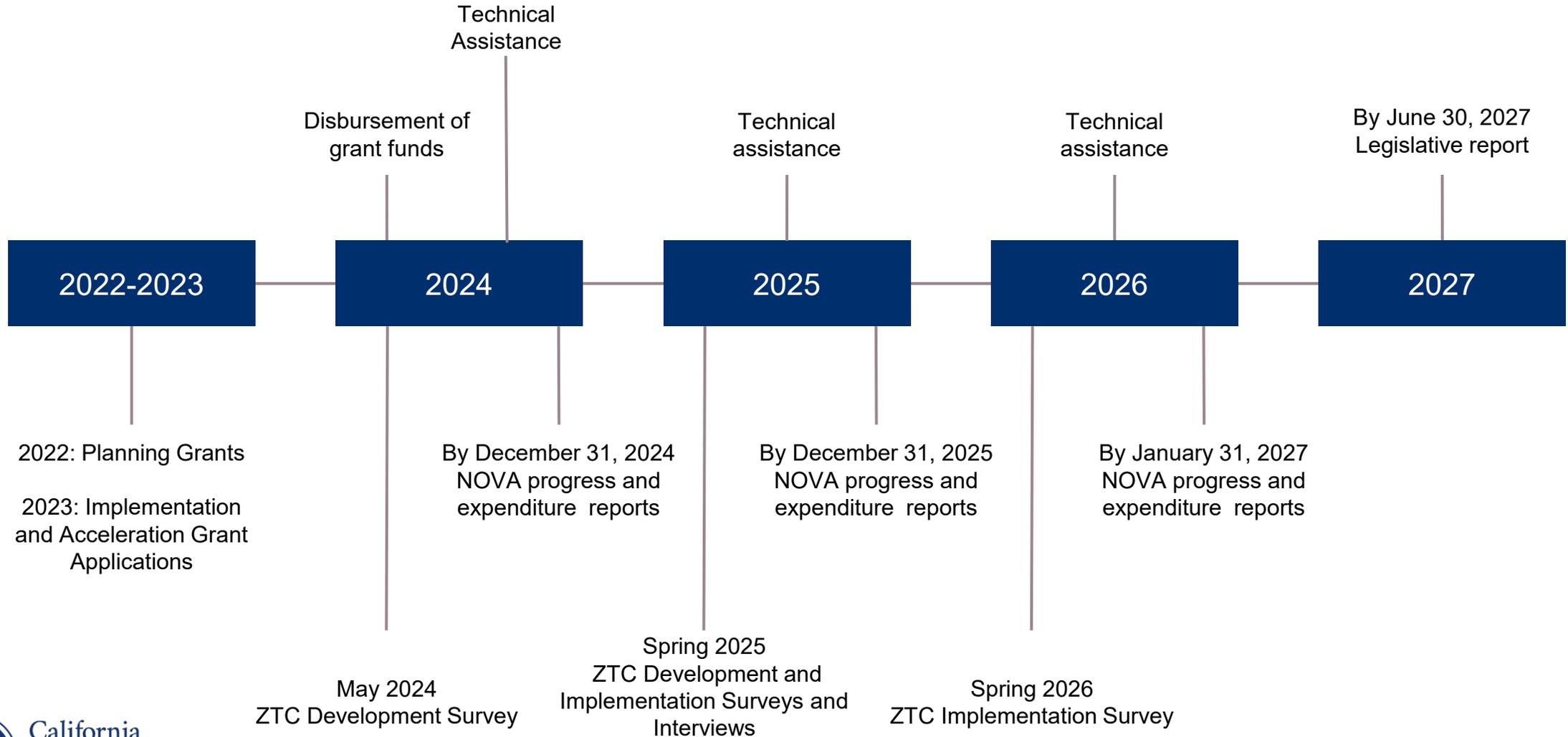
- The data required for the ZTC Legislative Report
- An overview of the NOVA ZTC Progress Report and requirements by grant phase
- A review of the NOVA progress reports' question prompts
- Guided tour of the linked Data Report's contents and important data collection
- Supports that are available to colleges for the ZTC Degree Grant Program

# Importance of NOVA Reporting for ZTC legislative report

- Document Our Collective Impact
- Identify Areas for Improvement
- Advocate for Ongoing Support
- Inform the State Legislature and the Public of our Collective Success



# ZTC Degree Program Grant Timeline



# Reporting required by legislation

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## Per CA Ed. Code 78052

(d) As a condition of receiving funding appropriated in the annual Budget Act to develop and implement degrees, a community college district shall comply with all of the following:

(9) Provide the chancellor with all legislatively required report data, any planning, progress, and outcome information associated with the grant, and any additional information that the chancellor determines necessary.

# Legislative Reporting Requirements

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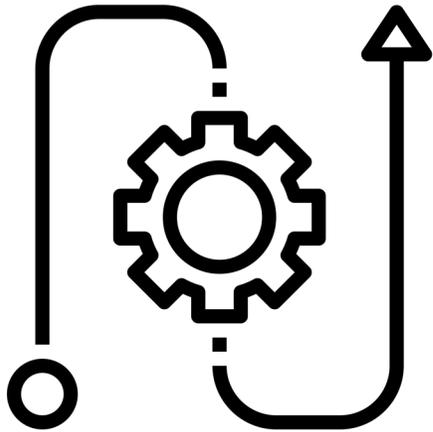


The chancellor shall, by June 30, 2027, report to the Legislature, the Legislative Analyst's Office, and the Department of Finance on the following:

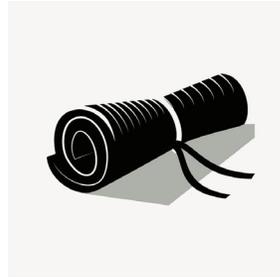
- The number of degrees developed and implemented. Degrees shall also be disaggregated by the number of degrees that eliminated textbook costs and the number of degrees that significantly lowered textbook costs.
- The number of open educational resources developed and curated within each district, disaggregated by college.
- The estimated annual savings to students.
- The number of students who completed a zero-textbook-cost degree program and accessed open educational resources.

**To provide recommendations to increase, expand, or improve the offering of degrees and the use of open educational resources.**

# Data Tracking and Collection Requirements



Setting up  
local tracking  
and reporting  
mechanisms



Flag and identify ZTC programs and  
courses/sections (XB12)



Calculate the average annual cost  
savings for students completing ZTC  
programs



Complete annual NOVA and third-  
party surveys to document progress  
and needs

# ZTC Grant Phases Reporting in NOVA



- All ZTC phases (Implementation, Acceleration I, Acceleration II, Impact and OER Expansion) awarded to a college must have corresponding NOVA Progress and Expenditure reports
  - If a college did not receive funds for a particular grant phase, then no report is to be submitted
- Funds are aggregated per phase - not per ZTC pathway
  - ZTC 2025 Allocation is not phase; it is attributed to other ZTC phases
- The Implementation Grant report is where all awarded ZTC pathways, “indirect” ZTC pathways and ZTC courses are reported

# ZTC Implementation Progress and Expenditure Report

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- College templates are linked out that contain pre-populated program and course information for each college.
- Important data collection elements:
  - **Programs** funded by the ZTC Degree Grant Program
  - **Indirect Programs** are those that were not directly awarded, but the college has developed a full ZTC pathway due to ZTC Degree Grant funds
  - **Course Sections** offered funded by the ZTC awards (either as part of a ZTC pathway or as an OER Expansion Grant)

# Acc I/Acc II/Impact/OER Expansion Reports

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- Same questions repeated, with the exception of:
  - Link to external spreadsheet to complete
  - Question about all funds being spent or spend-down plan
- ZTC 2025 Allocation is applied to Acceleration I, Acceleration II or Impact Plans
  - Report aggregate totals:

Example:	\$300K
	\$75K
	<u>\$50K</u>
	<b>\$425K</b>

original awards  
additional funds requests  
ZTC 2025 Allocation backfill applied  
to be reported

***Let's take a tour in NOVA...***



- Be sure your 'Plan Contacts' are updated
- Only the Project Lead Contact can access and submit the 'Fiscal Report' for your college

# Let's walk through the ZTC course and program data report...

NOVA 2025 Template - COLLEGE OF THE CANYONS .XLSX

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**TheRPGroup**

### ZTC Data Collection - Fall 2025

This spreadsheet aims to describe the programs and course sections that have been funded by the ZTC Degree Grant Program. We have added all possible programs and course sections to the following sheets to ease the data reporting burden and are asking colleges to simply mark whether the programs and sections listed have been funded by the ZTC Degree Grant Program. Please see directions below for more specific instructions about which columns to complete on each worksheet. If you have any questions about how to complete this data template, please contact Lauren Ilano at [lilano@rpgroup.org](mailto:lilano@rpgroup.org)

**Data Entry Person.** Below, please enter the name and contact information for the person who inputted data into the spreadsheet. This will enable us to have a point of contact in case we have any questions about the data submitted.

**Name:**

**Email Address:**

**This spreadsheet contains four (4) sheets on which we are requesting data.**

1. ZTC Programs. Please review the list of all programs offered at your college and identify programs funded by the ZTC Degree Grant Program by placing a check mark in Column F. We have pre-selected any programs that were submitted to the state ZTC team. If a program is checked in Column F, please also complete both Columns G and H.

+ ☰ **README** 1. ZTC Programs 2. Select 2025 ZTC OER Courses 3. 2025 ZTC OER Sections 4. NOVA 2024 Submissions

# ZTC Program and Course Section Reporting Recap

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- Always start with the README tab!
- ZTC Programs (Tab 1)
  - Only make changes to columns F, G, H, and I
- ZTC/OER Courses (Tab 2)
  - Check box for courses that had at least one section that was ZTC or had OER materials.
  - The courses identified on this tab feed populate the sections in Tab 3
- ZTC/OER Sections (Tab 3)
  - Make sure to match term code and section IDs carefully
- NOVA 2024 OER Reporting (Tab 4)
  - Only complete this tab if it appears for your college.
  - For each ZTC section, identify whether OER materials were used.

# Reporting Per-Phase Expenses



The Implementation Grant is a combination of the Planning and Implementation funds (\$20K + \$180K). Totals for all colleges \$200K to report



Acc 1, Acc 2, Impact and OER Expansion Grant(s) totals will vary based upon number of awards received at each institution. The most up-to-date award information is available in the Compendium\*



Estimations to the end of the 2025 calendar year are allowed. Implementation grant funds are to be fully spent or requires a spend-down plan.



If any portion of the report requires an update or if the college has challenges, please contact us at [ZTC@CCCCO.edu](mailto:ZTC@CCCCO.edu).

# ZTC Program Updates

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- Recent Webinars and recordings
- OER Repository
- ZTC Progress and Expenditure Report due **Dec. 31**
- ZTC Summit save the date - **May 1** at College of the Canyons



# Presenters' Contact Information



“I really appreciated how interactive the course was, and I also appreciated the involvement of our instructors in all the discussions—excellent modeling!”

ZTC Technical Assistance  
Provider: [ZTCTAP@Canyons.edu](mailto:ZTCTAP@Canyons.edu)

ZTC General Questions:  
[ZTC@CCCCO.edu](mailto:ZTC@CCCCO.edu)

Course and Program Reporting  
Template  
[Llano@RPGroup.org](mailto:Llano@RPGroup.org)



California  
Community  
Colleges

Thank you!

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