Open Education Resources (OER) Committee Bylaws

ARTICLE I. MISSION

The Open Educational Resources Committee, a committee of the Academic Senate, meets to discuss current trends in higher education of utilizing open educational resources (OER), Zero Textbook Cost (ZTC) resources, and Low Textbook Cost (LTC) resources; to keep abreast of California legislation regarding the use of OER; to encourage faculty in the awareness, adoption, adaption, creation, and exploration of OER; to monitor and recommend best practices of OER; and to inform the Río Hondo College campus of its findings through the Academic Senate.

ARTICLE II. MEMBERSHIP

Section 1. Committee Membership:

A. Management Representative (1)
   a. Dean, Library and Instructional Support
B. Faculty Division Representatives (11)
   a. Arts and Cultural Programs
   b. Behavioral and Social Sciences
   c. Business
   d. Career and Technical Education
   e. Communications and Languages
   f. Counseling
   g. Kinesiology, Dance, and Athletics
   h. Library
   i. Math, Science, and Engineering
   j. Health Sciences and Nursing
   k. Public Safety and Administrative Justice
C. Classified Representative (1) (Appointed by CSEA)
D. ASRHC Representative (1) (Appointed by ASRHC)
E. Committee Resources: ASCCC OERI Liaison and ASCCC OERI Faculty Coordinator

Section 2. Voting and Term Length:

A. All voting members of the OER Committee shall be faculty.
B. Faculty chairs of committees shall be selected by majority vote from the membership of the committee.
C. Non-voting membership will include students, classified staff, and administration.
D. Term length shall be one academic year.
ARTICLE III. MEETINGS AND RESPONSIBILITIES

Section 1: Meetings:

A. The committee shall meet once a month during the academic year, or more often as needed.
B. Meeting dates must align with the RHC calendar.
C. Meetings and agendas shall be announced to committee members no later than 72 hours prior.
D. A quorum of the OER Committee shall consist of a simple majority (more than 50%) of voting members.
E. Meeting agendas shall be posted on the committee website no later than 72 hours prior.

Section 3. Committee Responsibilities:

A. Submit actions related to academic and professional matters for Academic Senate review and approval.
B. Uphold the Academic Senate Constitution and Bylaws.
C. Stay current and support compliance with legislation related to the use of OER and OER-related materials.
D. Participate in the review and awarding of grant funds to faculty for OER creation, as appropriate.
E. Explore funding sources for OER awareness, adoption, adaptation, creation, and sustainability.
F. Recommend, develop, and implement strategies that increase adoption of OER by faculty at RHC in lieu of commercially published resources.
G. Leverage OER to reduce the cost of textbooks and other course materials for students while maintaining or improving the quality of learning.

Section 4. Chair Responsibilities:

A. Plan and schedule committee meetings.
B. Facilitate committee meetings.
C. Distribute material to the committee to keep members informed.
D. Update the committee website in a timely manner.
E. Report to the Academic Senate on behalf of the committee. If the chairperson cannot report to the Academic Senate, a written report may be submitted and/or a committee member may make the report.

Section 5. Secretary Responsibilities:

A. The secretary will prepare and distribute the minutes of meetings.