

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.