# CUYAMACA · COLLEGE ·

## Job Description

# Open Education Resources
# Faculty Coordinator
**(0.30 LED Reassigned Time Fall & Spring Semesters)**
**DRAFT**
**Two-Year Term**
**Fall 2024-Spring 2026**

**This position is open to all full-time faculty at Cuyamaca College.**

The Open Education Resources (OER) Committee Coordinator will work collaboratively with the Vice President of Instruction and report to the Academic Senate and Student Success and Equity Council.

The qualifications, duties, and responsibilities are detailed below.

**Qualifications**
- Knowledge of equity-minded and anti-racism approaches based on relevant literature focused on social justice-based frameworks in higher education or related fields in efforts to eliminate classroom and student support equity gaps.
- Commitment to the College's strategic priorities and commitment to racial equity, social justice, and student- centered practices.
- Experience collaborating with chairs and coordinators, councils and committees related to supporting the College's strategic priorities and commitment to racial equity, social justice, and student-centered practices.
- Demonstrated knowledge of and/or experience with issues in open education, open textbooks, and open access.

**Duties and responsibilities**
- Serve as Faculty Chair of OER Committee.
- Act as the ASCCC Open Education Resources Liaison for the college.
  - Attend OER/ZTC workshops, webinars, and conferences to stay current on OER/ZTC.
  - Forward regularly provided newsletters from ASCCC OER Initiative to college faculty.
- Lead execution of the college's ZTC grant funding.
  - Assist in fulfilling Implementation Grant requirements.
  - Assist in fulfilling Acceleration Grant requirements for 5 programs, in accordance with the requirements listed in the grant agreement.

- Organize at least two 1-hour OER/ZTC professional development training workshops during Fall and Spring Flex Week, or within the first 4 weeks of the start of the term.
- Serve as Resource for XB12 Data Element implementation, which is the labeling of course-sections as ZTC if they are ZTC, to individual faculty and department chairs/coordinators.
- Maintain the ZTC at Cuyamaca Canvas Course: https://gcccd.instructure.com/courses/58389.
- Maintain the OER webpage: https://cuyamaca.edu/oer/.
- Assist faculty in identifying, adopting, and adapting high quality OER/ZTC.
  - Examples of this include being an invited guest at a Department/Division meeting, corresponding with an individual faculty on general or specific OER questions they have, and generally being responsive to colleagues who have questions about OER.
- Identifying, advocating for, and/or applying for fiscal resources for faculty to adoption, curate, or create OER textbooks or equivalent resources.
- Attend Academic Senate meetings as needed.
- Attend Student Success and Equity Council meetings as needed.