MEMORANDUM

TO: Open Educational Resources ad hoc task force

FROM: The Steering Committee

RE: Open Educational Resources

DATE: October 2nd, 2019

Background

Within one year of its effective date of May 2nd, 2019 N.J.S.A. 18A:3B-82 requires institutions of higher education in the state of New Jersey to: "submit a plan to the Secretary of Higher Education to expand the use of open textbooks and commercial digital learning materials in order to achieve savings for students enrolled in the institution. The plan may include strategies employed by the institution during the last academic year."

"The secretary shall review the plan submitted by an institution to ensure that the plan has the potential to:

(1) achieve the highest level of savings for students through the sustainable expanded use of open textbooks in courses offered by the institution;

(2) produce the highest quality open textbooks that can be most easily utilized and adapted by faculty members at the institution, and correspond to the highest enrollment courses at the institution;

(3) ensure that the full and complete digital content of each open textbook created or adapted in accordance with the plan is made available to students enrolled in the institution:

      (a) on the institution's college bookstore website in an easily accessible location; and

      (b) in a machine readable, digital format that a student can download;

(4) ensure that the institution is making a good faith effort to provide open textbooks to students; and

(5) provide for the implementation of programs which reduce the cost of commercial digital learning materials pursuant to 34 C.F.R. s.668.164(c)(2)."

Charge

Steering shall convene an ad hoc task force to present for acceptance a plan that is consistent with the new legislation by April 1st, 2020. The final approved plan will be submitted to the Secretary of Higher Education no later than May 1st, 2020.

The ad hoc task force will be composed of:

- 3 faculty members appointed by the Faculty Senate (including one to serve as co-Chair),
- 2 students appointed by Student Government,
- Judi Cook, Director of the Office of Instructional Design,
- Sharon Blanton, Chief Information Officer and Vice President for Information Technology and Campus Safety
- Karen Roth, Executive Director of Auxiliary and Contract Services,
- Mike Canavan, Deputy General Counsel, and
- Taras Pavlovsky, Dean of the Library (co-chair)

In keeping with the standard practice for Committees and Councils, the group should elect a co-chair from among the faculty members to serve with the Dean of the Library. Minutes of meetings should be submitted to Steering. The Task Force should see fit to draw on expertise from across campus or outside to assist it with particular issues.

Timeline

The task force will present its initial plan by April 1st, 2020. It will present its final plan no later than April 29th, 2020.

Testimony Tier

Tier III - Faculty, Staff and Students

The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

<div align="center">

TCNJ Governance Processes

</div>

Step 1–Steering issues a charge

Step 2-Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony
Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.
For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.
Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation
Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony

For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.