Z-Degree Faculty Stipend Procedures

The purpose of this document is to define the procedures for awarding stipends to faculty for their participation in the Z-Degree and their development of Open Educational Resources at HCC.

Stipends are available in the following areas:

- Faculty training for the Z-Degree
- Adoption of OER for the purpose of teaching in the Z-Degree
- TLE Certified OER Course program
- Adaptation, creation, and improvement of OER for courses at HCC (whether in the Z-Degree or not)

Faculty Training

All faculty who participate in the Z-Degree are required to complete training. This training covers open licensing and copyright considerations; best practices for finding, adopting, adapting, and sharing OER; course development and alignment; and a review of paperwork and processes necessary for completing a Z-Degree course.

Training sessions are scheduled for two days. Faculty who attend both sessions will receive a $300 stipend.

Adoption of an OER for the Z-Degree

All faculty who adopt a textbook for the Z-Degree will receive a stipend. This stipend is only available for those faculty who participate in the Z-Degree program. Faculty outside of the Z-Degree are encouraged to use OER in their classes, but only those faculty who participate in the Z-Degree are eligible for an OER adoption stipend.

Many excellent, peer-reviewed OER textbooks are available through providers such as OpenStax, Lumen Learning, BC Campus, or SUNY OER Services. If a faculty member wishes to adopt one of these textbooks in lieu of a commercially published textbook, they are eligible to receive a stipend of $300.

TLE Certified OER Course

Faculty who adopt OER for their course are encouraged to take the next step and integrate those OER texts through a course redesign process. Information about the TLE Certified Course Program is available here: https://myhcc.hccs.edu/Division-of-Instructional-

The procedure for completing a TLE Certified OER Course is the following:

1. Email ctle.support@hccs.edu and copy hcc.zdegree@hccs.edu to declare your intention to participate in course certification.
2. Complete a Course Map to ensure proper alignment of your course.
3. Schedule a consultation with a librarian who is a subject-matter expert in your area (the OER Coordinator can facilitate this connection) to identify additional OER and library resources that can help fill any gaps that may exist in your course map.
4. Complete the Course Review Checklist, ensuring that your course addresses all of the identified areas in the checklist.
5. Invite hcc.iied@hccs.edu and hcc.zdegree@hccs.edu as an editing teacher in your Canvas course shell.
6. Email ctle.support@hccs.edu and copy hcc.zdegree@hccs.edu to indicate that you are ready for review.

A team of reviewers will review your course and determine areas that need attention. Please be receptive to feedback and understand that the course is not certified until the committee determines that you have met the minimum standards for course design. This is a collaborative process that may take several weeks to complete.

Once the course has been certified, faculty are eligible for a $600 stipend. Completed TLE Certified OER Courses will be shared in Canvas Commons.

Adaptation, Creation, and Improvement of OER Content

Some courses do not have peer-reviewed, complete textbooks that are readily available. Some faculty are not satisfied with the textbooks as they are currently, while others are passionate about developing original content for their courses. And OER content needs to be updated regularly to ensure that it is best suited to instructional needs. Fortunately, open licensing makes it easy for faculty to produce new content or adapt and improve existing content. HCC will provide faculty who wish to participate in these activities with stipend commensurate with the work they complete.

According to the Instructional Leaders Guidelines, faculty who are paid via stipend will have two options to receive payment: one lump sum payment at the end of the project or two equal installments paid at the midpoint and upon completion of the project (not to occur earlier than the end of the semester) by pay period. In the following funding formula, 1 contact hour equates to 30 hours of work and $20 per hour is the standard:

      i.   1 CH = $ 600
      ii.   2 CH = $1,200
      iii.   3 CH = $1,800

In order to be eligible for an OER development stipend, you will need to complete an application. The application must have the approval of your immediate supervisor and dean and must be submitted to hcc.zdegree@hccs.edu. Applications will be accepted at any time and will be reviewed on a bi-monthly basis by a committee of faculty and instructional leaders as determined by the OER Steering Committee.

Applications should be submitted as Word document with the following information clearly identified. Approval of the application can be indicated through email or by providing signatures in the document itself. It may be preferable for faculty to work in teams when creating or modifying OER content.

All applications must include the following:

1. Course rubric for which the OER development project will address
2. Number of sections/students impacted
3. Potential savings estimated from the use of this material
4. A justification for why this new OER content is needed
5. Partner faculty who will work on the development of this resource (if any)
6. Detailed description of the nature of the work proposed: are you writing new material, adapting, editing, or improving existing material. Provide an outline of the table of contents of the work, clearly indicating the additions and modifications proposed. If working in a team, please indicate which tasks will be undertaken by which team members.
7. Expected hours per person working on the project. If working in a team and the team members expect to work for different amounts of time on the project, please differentiate the amount of time expected for each team member.
8. A timeline for completion of the project, including intermediary goals. All projects must have at least one intermediary goal so that the committee can verify that the project participants are on track.
9. Identify clear, measurable objectives, including (but not exclusively) a finished product. This is very important so that the committee can assess whether or not the proposed work has been completed.

Applications will be assessed based on the following criteria:

- Need: Does the application demonstrate a need for this work?
- Impact: How many students will this resource impact? What are the projected savings?
- Feasibility: Does this look like a project that will be completed in the projected time-frame? Does the author have a team? Do they demonstrate the capacity to complete the project?
- Objectives: Does the application identify clear, measurable goals, both intermediary and final?

Optional material to be included in the application:

Applicants may wish to include a CV, letter of support, or other materials that may strengthen the proposal.