


Academic Technology Services
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
www.calstate.edu

Gerard L. Hanley, Ph.D.
Assistant Vice Chancellor
Tel: 562-951-4259
Fax: 562-951-4981
Email: ghanley@calstate.edu

June 2, 2017

Attention Provosts:
Action required to
comply with SB 1359

MEMORANDUM

TO: CSU Presidents 
FROM: Gerry Hanley
Assistant Vice Chancellor, Academic Technology Services
SUBJECT: SB 1359—Identifying Courses with Free Course Materials in Course Schedules

[California Senate Bill 1359](#) requires California State University campuses “to clearly highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.” The deadline to implement this designation in course schedules is January 1, 2018.

Clarifications and Interpretations

As of January 1, 2018, the public-facing course schedule that students are directed to within the pre-registration and registration process must include the zero-cost course materials (ZCCM) designation for appropriate courses. The spring 2018 course schedule, which is published during the fall 2017 term, is not required to have the ZCCM designation before January 1, 2018. If campuses wish to implement the ZCCM designation in the spring 2018 course schedule before January 1, 2018, they are welcome to do so.

The ZCCM designation should include all courses that have zero-cost course materials for students for all formats (digital or print). Zero-cost print materials are a “low-cost option.” Courses using library or other course materials paid for by the campus, resulting in free access to all students for all of the course materials, should get a ZCCM designation. Courses that do not require any additional instructional materials should also be identified in the class schedule using the same ZCCM designation.

Steps to Implementation

Campuses have multiple options for complying with SB 1359 requirements. To begin implementing procedures, campuses should:

1. **Identify courses with no-cost course materials:**
 - a. Communicate to all faculty the requirement to identify the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.

- b. Ensure that all departments are applying the same criteria for designating courses (e.g. zero cost for all course materials required for the course).
 - c. Provide a procedure for faculty to designate which courses meet the requirement to the appropriate department.
2. **Aggregate all designated courses** and communicate the list to staff managing the course schedule.
3. **Design and implement procedure(s)** to clearly highlight the ZCCM courses “by means that may include a symbol or logo in a conspicuous place on the online campus course schedule.” Consistently coding courses in PeopleSoft will enable reporting to the legislature on the number of ZCCM courses offered within the CSU.
4. **Coordinate all roles and responsibilities** of campus staff and faculty to implement the designated procedure reliably and in a timely manner.

Sample Implementation Plan

There are a number of options for implementing procedures to ensure compliance with SB 1359. Below is an example of a campus implementation plan:

1. Circulate a memo informing the campus community about the requirements of SB 1359 and the procedure being implemented to satisfy the requirements. Engage with faculty leadership on this legislative requirement.
2. Request that department chairs make SB 1359 an agenda item for faculty department meetings.
3. Create a form for faculty to complete indicating if each of their course sections “exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.” This form can be integrated into the normal book-ordering process or be a separate process.
4. Aggregate all faculty input. It is important that both the department chair and bookstore manager have the list of designated courses.
5. Determine how best to populate the course schedule with the ZCCM codes for the appropriate courses. Campuses using class attributes in PeopleSoft should use a consistent class attribute. The recommended attribute and attribute value are “ZCCM - Zero Cost Course Materials.”
6. Design the symbol or logo for the ZCCM courses.
7. Create a prototype for the course designation in the schedule and test with student users to determine if the design clearly communicates its meaning.
8. Develop a communications campaign to inform students, advisors, faculty and staff about the program and the benefits to students. This can be connected to campus communications regarding the Higher Education Opportunity Act – Textbook Affordability provisions.












Campus Example

CSU Channel Islands has been implementing a [ZCCM course logo](#) into the class schedule as follows:











NRS 420 - Nursing Complex Patient

Hours: Three hours lecture per week Prerequisites: NRS 222, NRS 223 and NRS 310
 Corequisites: NRS 421 and NRS 401 Description: This course focuses on principles of nursing care delivery for patients experiencing more complex medical-surgical,

Units: 3.00
Grading: Letter Grade
 Info current as 3/26/2017

Section #	Class #	Type	Days	Time	Location	Instructor	Course Details [Key]
01	2265	LEC	W	9:00 AM - 11:50 AM	Broome Library 2330	Jaime Hannans	    
1	2615	LEC	ARR		By Arrangement	Karen Jensen	     

KEY FOR COURSE DETAIL ICONS

-  = Course Open
-  = Course Closed
-  = Course Details
-  = Textbook Info
-  = General Education
-  = Extended University
-  = Service Learning
-  = Blended
-  = Online
-  = No Cost Books

Questions

Staff from the Academic Technology Services department in the Office of the Chancellor will be conducting a webinar on June 16, 2017, from 12:00 to 1:00 p.m. to review the legislation and answer questions from campuses. The Zoom meeting can be accessed at: <https://calstate.zoom.us/my/ghanley>.

We hope this information is helpful as you plan and implement textbook affordability programs and comply with state and federal regulations. If you have any questions, please contact me at ghanley@calstate.edu.

- c: Loren J. Blanchard, Executive Vice Chancellor Academic and Student Affairs
- Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
- Christine Miller, ASCSU Chair
- Patrick Perry, CIO and Associate Vice Chancellor
- Campus Chief Information Officers
- Dean Kulju, Director, Financial Aid and Scholarship Programs
- Leslie Kennedy, Director, CSU Affordable Learning Solutions