



Contra Costa Community College District
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**Side Letter between Contra Costa Community College District (4CD) and United Faculty of 4CD
regarding Grant-Funded OER Stipends for Faculty**

1/23/2025

Grant Overview

The Contra Costa Community College District (4CD) has been awarded \$1 million in Federal Congressionally Directed Community Project Funds to increase equitable access to course materials through the adoption, adaptation, and creation of Open Educational Resources (OER). A substantial portion of the grant is designated for faculty stipends, supporting at least 100 faculty members in completing OER projects.

Stipend Eligibility

All part-time and full-time faculty at Contra Costa College, Diablo Valley College, and Los Medanos College are eligible for grant stipends. Faculty may receive a one-time stipend payment ranging from \$500 to \$4,500, contingent upon the completion of their OER project as outlined in their OER@4CD project application. Faculty must submit this application as part of the OER@4CD training course to be reviewed by the District-wide OER Council.

For group projects involving two or more faculty members collaborating on OER development, a total stipend amount is assigned to the project. This stipend is divided equally among participants unless an alternative workload distribution is mutually agreed upon and documented in the mid-year and final project reports.

Funding Tiers and Compensation Levels

The grant supports faculty efforts to increase the use of OER district-wide, with three levels of stipend compensation based on the scope of the project. Applications are reviewed by the District-wide OER Council, which includes OER Coordinators from each college, the District OER Coordinator, and the District-wide Dean of Distance Education and Digital Equity.

Funding tiers are as follows:

- **Level 1: Create New OER (\$3,500 - \$4,500)**
Faculty develop new OER materials to fill a gap in the discipline's available resources or to meet specific course needs.

Governing Board

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Susan E. Lamb Diablo Valley College
Pamela Ralston, Ph.D. Los Medanos College

- **Level 2: Adapt Existing OER (\$1,000 - \$3,000)**
Faculty significantly revise existing OER by updating content, contextualizing materials for local needs, replacing images, adding videos, or combining multiple OER sources into a new resource.
- **Level 3: Adopt Existing OER (\$500 - \$1,000)**
Faculty incorporate an existing open textbook or OER into their course with minimal modifications. This level is suitable for disciplines with abundant OER availability or when minimal support is required to integrate the material.

Required Activities for Grant Participants

To receive stipend funding, faculty must complete the following steps:

- **Department Approval:** Discuss and receive approval from the department chair for the proposed OER project.
- **OER@4CD Training:** Enroll in and successfully complete the OER@4CD training course, which includes the following key assignments reviewed by the District-wide OER Council:
 - **Action Plan:** Submit a grant application defining the project's scope, deliverables, and timeline.
 - **Midterm Report:** Provide a progress update, identify support needs, and document any changes to the project's scope.
 - **Accessibility Plan:** Develop a plan to ensure all adapted or created OER materials are accessible and inclusive.
 - **Final Report:** Submit a final report detailing project deliverables and including the completed OER materials for the OER@4CD Repository.
- **OER Implementation:** Implement the OER materials in a live course within one year of completing the training course.
- **Creative Commons Licensing:** License any newly adapted or created OER under a Creative Commons license that permits the 5R's (retain, reuse, revise, remix, redistribute) in perpetuity.

Timelines

Faculty whose projects were approved and whose required activities have been completed will be compensated as soon as possible, following regular payroll deadlines, once this side letter has been executed. Faculty will be able to continue participating in this program so long as funds remain available from the grant allocation.

This side letter does not set precedent or modify the collective bargaining agreement in any way.

United Faculty:

Marina Crouse
Marina Crouse (Jan 23, 2025 15:32 PST)

Marina Crouse
President, UF

Jason Mayfield
Jason Mayfield (Jan 23, 2025 15:26 PST)

Jason Mayfield
Executive Director, UF

4CD:

Jeffrey Michels
Jeffrey Michels (Jan 28, 2025 15:24 PST)

Jeffrey Michels
Associate Vice Chancellor
Chief Human Resources Officer

Micaela Ochoa
Micaela Ochoa (Jan 28, 2025 15:07 PST)

Micaela Ochoa
Executive Vice Chancellor
Administrative Services