

DRAFT II.1

Dear Faculty Member,

As you have heard from your dean and elsewhere, most materials fees districtwide are being eliminated effective this quarter. This action is necessary to ensure accountability and compliance with the Education Code. (See [this link](#) for the California Community Colleges Board of Governors' regulations, established through Ed. Code 76365.)

Note this critical limitation: **Materials must not be solely or exclusively available from the district.** This includes, for example, the printing of quizzes, exams and test prep material unique to a course, or the duplication of a compilation of readings (which may also have associated copyright issues).

In addition, materials paid for through materials fees must have continuing value and be required to meet specific objectives of the course. Materials can be provided if there is a health or safety reason, or the district can provide them more inexpensively than any other source.

Materials fees must be spent to benefit the specific students who pay the fees. This cannot be adequately documented through our current system. This regulation also means there can never be excessive balances in materials fees accounts.

In fall 2013, only those materials fees that clearly meet the requirements, and for which the college has the ability to provide the appropriate accountability, can be reinstated. During spring quarter, we will continue to meet with divisions and departments to evaluate their materials needs and provide specific solutions where appropriate. Following are some options to continue to provide necessary materials to students.

- **The Bookstore, working with Printing Services, can help faculty customize, package and distribute handouts** through the Bookstore. There are some notable advantages to this. Students may use financial aid dollars to purchase the materials, and bookstore staff will monitor copyright integrity. The Bookstore is also available to package other materials and supplies required by the students to meet their student learning outcomes of the class.

- **Faculty websites** can be used to post some course materials. Faculty members without websites are encouraged to create one during spring quarter in order to be ready to post course materials by fall quarter. Training sessions will be announced soon. The advantages of the faculty websites are ease of set-up and update.
- **Course Studio (on MyPortal)** is available to both faculty and students. When fully implemented, a My Course Page will be automatically created for faculty during the scheduling of classes each quarter. It is created for your students when they register. It can be linked to your faculty website, Catalyst account, or other websites. Training sessions will be organized to provide better access to this district-supported tool.
- **Improved print management systems across campus** are being investigated by ETS. More information about this option will be available soon.

Thank you for your understanding of and cooperation with these necessary changes in the ways we will be providing materials to students.

Sincerely,

Letha Jeanpierre

Vice President of Finance and Educational Resources