

**Riverside Community College District Academic Senate**

**Monday, January 12, 2025  
3:00 - 5:00 PM**

**Special Meeting of District Academic Senate**

**Physical Locations:**

RCCD District Offices, Room 309A  
3801 Market Street  
Riverside, CA 92501

Norco College, CSS 108  
2001 E. Third St.  
Norco CA 92860

**Join Zoom Meeting:**

<https://rccd-edu.zoom.us/j/85952069454?pwd=55j4UzbCsflMA5JTEaVfERe9DDTlT2.1>

**Meeting ID: 859 5206 9454**

**Passcode: 777390**

**I. Preliminaries**

- A. Call to Order
- B. Approval of the Agenda
- C. Public Comments (limited to 3 minutes per person)

**II. Ongoing Business**

- A. **Discussion and Action:** RCCDAS will review proposed changes to BP/AP 3031 Instructional Materials, regarding “burden free access” under Title 5 Section 54221 (**Bell or designee**)

**III. Adjournment**

**Fall 2025 Meetings:**

~~August 25, 2025~~

~~September 29, 2025~~

~~October 27, 2025~~

~~December 1, 2025~~

**Spring 2026 Meetings:**

February 23, 2026

March 23, 2026

April 27, 2026

June 1, 2026

Title 5 §53200 and  
RCCD Board Policy 2005  
Academic Senate “10+1”  
Purview Areas

1. Curriculum, including establishing prerequisites and placing courses within disciplines\* 2. Degree and certificate requirements\* 3. Grading policies\* 4. Educational program development\* 5. Standards or policies regarding student preparation and success\* 6. District and college governance structures, as related to faculty roles\*\* 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports\*\* 8. Policies for faculty professional development activities\* 9. Processes for program review\*\* 10. Processes for institutional planning and budget development\*\* 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate\*\*

\* The RCCD Board of Trustees relies primarily on the recommendations of the Academic Senate

\*\*The RCCD Board of Trustees relies on recommendations that are the result of mutual agreement between the Trustees and the Academic Senate

## **AP 3031 INSTRUCTIONAL MATERIALS**

### **References:**

Education Code Section 76365;  
5 Cal. Code Regs. Sections 54221 and 59400 et seq.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use and also support student-centered practices that minimize the financial and administrative burdens and encourage the use of zero-cost instructional materials *when educationally suitable (or something? Faculty SMEs have to consider specific pedagogical needs by course and discipline, including quality considerations overall, etc... )*.

Instructors are responsible for selecting instructional materials and shall take reasonable steps to minimize the cost and ensure the necessity of *[word missing?]* instructional materials.

The District will publish these procedures in each College catalog.

### Definitions

"Instructional materials" means all of the required materials for a course including textbooks, supplemental materials and supplies. Instructional materials do not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but

is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

“Supplemental materials” means additional resources that complement the textbook and enhance the learning experience. These can include a variety of materials, such as lab manuals, workbooks, homework systems, required educational software, interactive websites, journal articles, novels, and readers.

Required instructional materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

“Textbooks” means the educational resources identified in the syllabus for the course.

#### I. Announcement of Fees

All course material fees shall be printed in the class schedule and available on the District’s website. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amount of the fees, will be included in the College Catalog. The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

#### II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

#### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

#### V. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

## VI. Permissive Fees

Instructors may plan enrichment activities (field trips, etc.) for which an additional fee will be charged during the semester. Such activities, however, will not be required of students.

## VII. Fee Structure

The fee structure will be based on current and anticipated expenditures for required instructional and other materials which are of continuing value outside of the classroom setting. The District Office of Educational Services will periodically review these fees and should a revision be necessary, inform the Colleges of any proposed changes.

## VIII. Reporting

When required, the District shall make reports to the California Community Colleges Chancellor's Office concerning instructional materials used in its Colleges.

## IX. Procedure For Requesting Fees

Each Department/Discipline will make their request for instructional material fees to the Office of the Vice Chancellor of Educational Services and Strategic Planning. Each request will state the intended usage of the materials, the rationale for the need for the materials, the way(s) in which the material relates to the student learning outcomes for the course, the continued value of the material outside the classroom, and comparable cost to students if the materials were purchased commercially. The individual departments, disciplines, and/or faculty member(s) will be responsible for obtaining the necessary materials.

NOTE: These procedures do not pertain to fees for materials, supplies or instruments required as part of acceptance into a program offered in the District, such as cosmetology, nursing, physician assistant, culinary, etc. Those program fees are handled by each individual program. However, some courses within the programs may have materials fees associated with that course and are required as part of registration in the course. In that instance, these procedures would apply.

Also see BP/AP 3030 Fees

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

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Administrative Approval: June 15, 2009

Revised: September 24, 2012

Revised: February 25, 2013

Revised: August 2015 (job titles only)

(Replaces RCCD Regulation 7035)

Formerly: 5031