



Textbook & Instructional Materials Committee Meeting

Meeting Notes, March 17, 2022

(3:00 PM – 4:30PM, Zoom)

x	<i>(Faculty) Kristina Allende</i>	x	<i>(Co-chair) Allie Frickert</i>	x	<i>(Co-chair) Romelia Salinas</i>
<i>On sabbatical</i>	<i>(Faculty) Ellen Caldwell</i>	x	<i>(Faculty) Jenny Leung</i>	x	<i>(Student Services) Gabi Quiroz</i>
	<i>(Faculty) Monika Chavez</i>		<i>(Bookstore) Suzanne Luetjen</i>	x	<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>	x	<i>(EOPS)Julie Marquez</i>		

Item	Leader	Action Needed (discussion, decision, etc.)
Review minutes	AF	Review & approve last meeting minutes,
SPEAC report	MC	Notes were reviewed
Accreditation announcement	AF	Allie is on the accreditation team
Update on Instruction Smartsheet to be used for all Divisions for Zero Cost	AF	zero cost icon smart sheet info reviewed, there's not a consistent system across campus, hopefully this smart sheet can provide oversight and cohesion regarding the icon assigning process. Provide parameters for the icon use. Optional books may not be covered by CALWORKS or book vouchers

https://app.smartsheet.com/b/form/71ddc614a0f94a009758b07bd5997c52		
Update on FAQs resource page	MC GQ	Review and edit, FAQ resources, designation language may have come from the state, all instructional materials are digital zero cost and other costs are noted (such as safety equipment) but what about courses that have no cost but do not provide any digital materials, resolution is to change the wording to free instructional materials
Next steps for implementing icon with IT (goal of Winter '23) Developing a box for searching courses by Zero and Low Cost in the schedule? Gabi's idea about where to put instructions where students will see it?	RC and GQ	Discussion, ran out of time
Discussion on "First Day" and inclusive access (Webinar share out?)	MC	Discussion, ran out of time