



Textbook & Instructional Materials Committee Meeting
Meeting Notes, October 20, 2022
 (3:00 PM – 4:30PM, Zoom)

	<i>(Faculty) Kristina Allende</i>	X	<i>(Co-chair) Allie Frickert</i>	X	<i>(Co-chair) Romelia Salinas</i>
X	<i>(Faculty) Ellen Caldwell</i>		<i>(Faculty) Jenny Leung</i>		<i>(Student Services) Gabi Quiroz</i>
X	<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>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	RS	Minutes Approved
5 min	SPEAC report	MC	SPEAC Report- Romelia's availability to present first and third Monday from 2-4, Monika will reach out to put us on the agenda- 21 st - Allie can do from 2:00-2:30, another option is the email will be sent. Direct their attention to the announcement. Team is planning to send it out as soon as possible.
20 min	Update on ZTC/Low Cost Icon smartsheet	AF	<ul style="list-style-type: none"> Implementation: Winter schedule is out but the students have not registered. Do we have any messages that we want to send out to the faculty? This will limit the number of respective questions from faculty.

			<ul style="list-style-type: none"> - Instructions should send it but draft a suggestion we can address the logistics, will they send it every semester will div admins send it, who will collect the data and implement it? - Allie- process needs to be established, who will they contact if something goes wrong. - Faculty will fill out this form and Lorilyn will manage this form; this does not mean you can't ask the div admin questions. Div. admins will not submit the forms for faculty, faculty will need to submit it. - Putting contact information on the instructions to direct them in the right direction. Contact instruction office or Div. admins for questions. - Reminders need to be sent out- preferably from the Division, those seem to be viewed and seem more urgent. It's going to go out at the beginning of winter, the link will be sent to faculty. Soft pilot- scheduling has already happened so it's in late. - It is suggested to draft up a message of recommendation language that we would like to include in the announcement. Include why there is another form that is needed. We want to promote this practice and want faculty to know and adopt low cost. - Team agrees Announcement should be shared from our committee. In the message we can include "New process in place, more detailed information will be coming from Instruction office". Allie and Romelia will draft something up for instruction office. - Student services would benefit from this to try to help students on what they will apply for and direct them. Ed Advisors and counselors High school reach advisors should be more involved, that will help students know and recognize that icon. - We can send an email out and put it on the student and faculty portal. Goal for us down the line we can work with Ed advisor's counselors and high school advisors. This committee will be recognized and draw
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			<p>attention to the work we are doing. Romelia will check with Megan to make sure she is ok with that.</p> <ul style="list-style-type: none"> - Bring it to SPEAC to present, showed a draft. Audrey would like to learn more about FAQ and the form, we can show case it. Understanding this is not our form, but we provided input. - FAQ and put it through speak November 7th, we need to make sure that it is complete before the email is out. Team is reviewing the Zero Cost and Low-cost Icon use FAQ's. - Include Fieldtrip verbiage included. Instruction is going to make is clear in the course description if there are any costs. Team will ask Lorilyn to communicate with the division admin's that way it is spread out and they can answer any questions that come up. - Motion to approve Romelia, Julie Mendez Marquez seconds the motion. - Team member recommends team to remind instructors to tell the students because students at times don't read the notifications. Instructors should have an attention-grabbing title for students to read.
20 min	Purpose & Function review	AF	<ul style="list-style-type: none"> • Goals: <ul style="list-style-type: none"> - Purpose: All things are relevant • Function: <ul style="list-style-type: none"> - What is the Bookstore commission- "Bookstore commission those are the ones that work on RFP". - 20,000 on OER Grants this year, we are working on getting those grants. - 5. We can recommend pod training and other resources for faculty and staff. - TIMC Purpose and function changed, committee voted. - Allie moves to approve Ellen Caldwell seconds this motion.

Remaining	Review Committee Goals	AF	<ul style="list-style-type: none">• Goals will be reviewed next meeting; Monika will communicate with SPEC that we are waiting to receive our goals.

