



Textbook & Instructional Materials Committee Meeting

Notes, Fall 2022

11/03/2022

(3:00 PM – 4:30PM, Zoom)

X	<i>(Faculty) Kristina Allende</i>	X	<i>(Co-chair) Allie Frickert</i>		<i>(Co-chair) Romelia Salinas</i>
X	<i>(Faculty) Ellen Caldwell</i>	X	<i>(Faculty) Jenny Leung</i>	X	<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>	X	<i>(Student rep) Sergio Ceron</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	AF	Approval of Minutes - Motion to approve by Julie Marquez, seconded by Susan Ramuco
5 min	SPEAC report	MC	Monika has a draft ready to present at SPEAC (Allie to support)
Remaining	Function/Purpose Goals	AF	<ul style="list-style-type: none"> • What do we feel we want to focus on this year? • Monika- educating faculty goal 2 ZTC or what Zero Cost is. Talking about basic definitions. • Committee goals were discussed and created during this meeting. • https://www.mtsac.edu/about/mission-and-goals.html

			<ul style="list-style-type: none"> • Educate Staff, Faculty, administrators, and students – Campus community. • Goal should be broken down into 3 goals versus one goal. • Team worked on “Link to College Goal #” • College Goal 3: Develop and expand strategies for communication about opportunities for students that support retention, persistence, and success. There seems to be a typo on develop and expand strategies for <u>an</u> communication. • Goal 4: Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success. Goal # 4 is missing a comma. • We have 4 goals; Allie asks the students what goals can build on in a way we can help students? • Working with IT to develop information about low-cost icon on the registration page. IT and Instruction to make icons more visible. • On the student registration page include a Drop box instead of filter as the filter how it is currently it’s in a box labeled special classes. It’s not easily accessible or intuitive. This will improve visibility of student options. We don’t want to limit ourselves to what IT and instruction can help with regarding student options. • Gabrielle said “I believe it was in the student Self-Service menu on the student portal, where they would go add or drop classes. Since I’ve been out of Mt. SAC for a couple years now, it won’t let me view it anymore without re-applying to the College.” • Having a professional development component to promote with POD. Are there any other groups we would like to invite? We don’t have a list of complied, but it will be nice to have. Most of our training was captured in the minutes. “Recommendation for Adoption of required instructional minutes.” • Monika encouraged the team if there are recommendation for RFP (request for Proposals) they would like to see or include please let her know.
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Other			<ul style="list-style-type: none"> • Final version of FAQ we have not approved. Zero Cost and Low Cost Icon use FAQs.docx • Ellen motioned to approve- all in favor, approved.