



Textbook & Instructional Materials Committee Meeting
Agenda, Spring 2023
3/16/2023
 (3:00 PM – 4:30PM, Zoom)

x	<i>(Faculty) Kristina Allende</i>		<i>(Co-chair) Allie Frickert</i>	x	<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>		<i>(Student rep) Susan Ramuco</i>
	Vacant		<i>(Student Services Manager) Vacant</i>		

Time Allotted	Item	Lead er	Action Needed (discussion, decision, etc.)
5 min	Review minutes of 3/2/2023	RS	Postponed until next meeting
5 min	SPEAC report	MC	No, meeting was cancelled due to presidential forum.
15min	ZTC/Low Cost Flyer	MC/R S	Reviewed and approved for dissemination Draft: <ul style="list-style-type: none"> https://www.canva.com/design/DAFdGKjMaAE/dm4Gv5kqrTNZetA1D4B6vw/edit?utm_content=DAFdGKjMaAE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton Audience: Mt. SAC employees (administrators, faculty, staff) Disseminate: all and faculty listserv

			<ul style="list-style-type: none"> • Modify faculty flyer for students • Change colors: Green for students, Mt. SAC colors for employees • Disseminate to students: portal, social media, Gabi to post on student life, etc
15min	To Do List	RS	<p>Review and assign leads</p> <p>I create flyer- Monika and Romelia</p> <p>Will create a campus announcement for faculty Allie</p> <p>Will create a campus announcement for students using flyer and circulate to Mt SAC social media Monika, Gabi, Romelia</p> <p>Will reach out to Student Services to add to website- especially to registration pages Gabi</p> <p>Add quantitative data from OER surveys and a few quotes -to the website- Romelia, Monika, Gabi</p> <p>Open Education week- poll on social media, boards in the library for comments Monika-report to committee, maybe infographic to campus</p> <p>Will invite Counseling leadership to our meeting to work with the counseling dept to advocate for the icons, Kristina A</p> <p>Will invite Financial Aid leaders to speak to us, Jenny</p> <p>Will connect with Equity Centers to raise awareness, wait</p>
Remaining	Other: Website	Gabi	Confirmed term ending date for faculty.
	Other:		<p>Questions: Inclusive access, Ask Susanne to provide an update.</p> <p>Bookstore RFP: Monika is on the bookstore RFP. Lead: Angelic Davis</p>