



Committee Goals and Progress Report 2022-23

Committee name: Textbook and Instructional Committee

Name of person completing the report: Allie Frickert-Murashige

Instructions: Due by **November 14, 2022:** Columns 1 and 2

Due by **June 9, 2023:** Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Communicate to the campus community by maintaining an up-to-date website.	6	<ul style="list-style-type: none"> • Updates completed throughout the year by Gaby Quiroz
GOAL #2: Educate the campus community about the textbook adoption	3, 4, 5, 6	<ul style="list-style-type: none"> • Committee created FAQs resources for the TIMC website

	process and best practices.		
GOAL #3:	Educate the campus community about the impact on students of the cost of instructional materials.	3,4,5,6	<ul style="list-style-type: none"> • Committee created FAQs resources for the TIMC website • Committee co-chairs worked with Instruction to develop a Smartsheet form for icon designation inclusive of Zero cost and Low-cost icons • Committee drafted an email for Instruction office to send out along with the linked form • Created a flyer for circulation • Created a campus portal announcement for faculty
GOAL #4:	Educate the campus community on definitions for low-cost, zero-cost, and OER.	1,2, 3 4,5,6	<ul style="list-style-type: none"> • Committee created FAQs resources for the TIMC website • Committee co-chairs worked with Instruction to develop a Smartsheet form for icon designation inclusive of Zero cost and Low-cost icons • Committee drafted an email for Instruction office to send out along with the linked form • Created a flyer for circulation • Created a campus portal announcement for faculty • Added quantitative data from OER surveys and a few quotes to the website • Invited Counseling leadership to our meeting to work with the counseling dept to advocate for the icons • Invited Financial Aid to speak to us • Added leadership from Equity Centers to the committee
GOAL #5:	Work with Instruction and IT to develop the visibility of low-cost and zero-cost icons and other options.	1,3,4, 5,6	<ul style="list-style-type: none"> • Have requested this from Instruction
GOAL #6:	Committee members will keep up to date with changes to campus procedures and state legislation	3, 4, 6	<ul style="list-style-type: none"> • Monika Chavez serves on SPEAC and is connected to statewide groups and has provided regular updates.

<p>in matters of instructional materials.</p>		
<p>Goal #7: Develop and implement a student survey for input on instructional materials.</p>	<p>1,3,4,5,6</p>	<ul style="list-style-type: none"> • Open Education week- poll on social media, boards in the library for comments • Drafted a survey, will ask RIE to implement in Fall.

Approved by TIMC- 11/3/22