Textbook & Instructional Materials Committee Meeting
Agenda, Fall 2023
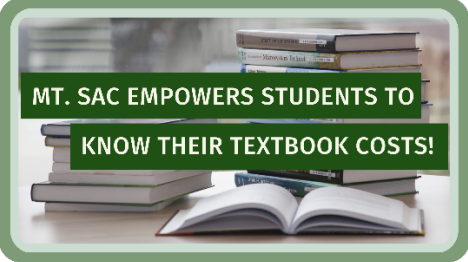## 10/13/2023
(10:30 AM – 12:00PM, Zoom)

x	*(Faculty) Ellen Caldwell*	x	*(Co-chair) Romelia Salinas*		*(Faculty, Aux Services) VACANT*
x	*(Co-chair) Monika Chavez*	x	*(Student Services) Gabi Quiroz*		*(Faculty, EOPS, CARE or CalWORKS) VACANT*
	(Faculty) Allie Frickert		*(Bookstore) VACANT*		*(Assoc Students) VACANT*
x	*(Student Services Manager) Eric Lara*		*(Faculty, at large) VACANT*		*(Assoc Students) VACANT*

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Welcome	RS/MC	RS will reach out to Morris, and we are waiting for Roger to appoint faculty positions.
5 min	SPEAC report	MC	Info sharing- New VP Melba Castro, new SPEAC chair.
45 min	Purpose, Function, Goals	RS/MC	Discussion, decision https://mtsaco-my.sharepoint.com/:w:/g/personal/rsalinas12_mtsac_edu/EU_Vq_zcuGBPpekZuatb9UoBEid45VzS4jKoZWjUxhbPZA?e=nasbwr Review Purpose review- • Add ZTC and low textbook cost. • The intent of the committee is not choosing textbook for facility or approving textbooks. TIMC is committed to

			respecting academic freedom and offering high quality accessible materials to our diverse student community. Function review
			• Add ZTC and low textbook cost.
			• Ellen Caldwell motions to send for approval.
			• Team reviews members and vacancies (1) Aux SVS D, Vacant (1) at large Faculty, Vacant (1) (EOPS, CARE or CalWORKs or next up), Vacancy (2) students
			• Gabi will continue to take the lead on the website.
			Review of goals for 2023-2024
			• 2023-24 TIMC Committee Goals and Progress Report.docx (sharepoint.com)
			Goal #1 Increase communication with campus.
			Goal# 2 Educate campus community about textbook adoption process.
			Goal #3 Educate on Cost of Instructional Materials.
			Goal #4 Communicate low-cost, Zero Cost and OER.
			Goal #5 Increase visibility of low cost and Zero cost icons.
			Team approves of goals and revisions made.
30 min	ZTC Pathways (Instructional Faculty ZTC Coordinator, ZTC Advisory Board)	MC	Info sharing, discussion ZTC Advisory Board, draft Instructional Faculty ZTC Coordinator, draft
			• RS and MC have reached out to Roger to others involved with ZTC.
			• Grant coordinator is Esteban Aguilar.
			• How often will advisory group members meet? Estimating two to three times a year.
			• Include someone from Library Initiative for equitable and affordable Learning (LIEAL)
			• LHE for ZTC Instructional Faculty Coordinator

| 5 min | Questions and next steps | MC | Discussion: Any other ideas the team wants to share for future implementation? Flyers for student and faculty flyers, Student services page https://www.mtsac.edu/studentservices/

- Smartsheet for Zero low cost and attach the flyer to make it easier for faculty to have it available.
- Send faculty flyer to Gabi, she can upload it to the web under faculty resources.
- TIMC teaming up with Library during "Banned Books Week". |