



Textbook & Instructional Materials Committee Meeting

Agenda, Fall 2023

11/14/2023

(10:30 AM – 12:00PM, Zoom)

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

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Welcome/Introductions	RS/MC	Minutes from 10.13.23 approved 3 votes for: 1 abstention (E., Guss)
10 min	SPEAC report	MC	Information The college is investigating changing the registration timeline for Fall from summer to spring. Most schools register for the fall during the spring. This may impact the textbook adoption timeline but Fall adoptions are already done in May.
10 min	Bookstore report	EG	Information sharing: <ul style="list-style-type: none"> • Completing instructional materials adoptions. More progress on winter than spring. • Online adoption tool, still in the process to complete that integration. From canvas – discover link it should be there for easy access. There will be training for faculty, hoping by January it will be rolled out.

			<ul style="list-style-type: none"> As a company (Bookstore), there are different methods to bring down textbooks and materials for students. We have programs that the school can opt into. <ol style="list-style-type: none"> Inclusive access cohort for dept or faculty Campus wide TIMC has previously written a report on recommendations and concerns about inclusive access. Monika will send it to Erik Guss. Presentation: Admin services and instruction (our committee). E. Guss will let us know when he would like to be placed on the agenda to present to our team.
25 min	AP 5031: Instructional Materials Fees	MC	<p>Discussion, Decision</p> <ul style="list-style-type: none"> Last approved 2016, instructional material fees. Monika will look into it and see if the process is still correct. Accreditation is scheduled for February 28 and 29th. We should finish this by then, will bring this item back in a future meeting to consult with other parties.
10 min	Changes to education code: textbook costs and schedule of classes	MC	<ul style="list-style-type: none"> Information sharing- the California Education Code has been amended to include information about textbook costs in the online schedule of classes. While not required by law, soon a link will be placed on students' Canvas classes will include information about textbook adoptions for their classes. Meghan Chen is the manager overseeing this process. She may reach out to the committee since it relates to us. The changes in the Education Code will go into effect on July 1st 2024.
25 min	ZTC Resolution	EC/MC	<p>Discussion, Decision- on ZTC Resolution #4</p> <p>Bookstore confirmed that if faculty is willing to commit to 4 semesters, we can incorporate anything if the commitment is there. Additionally, the adoption dates from Barnes & Noble appear to still be correct. We can use the Textbook Adoption Roadmap if needed.</p> <ul style="list-style-type: none"> Bookstore cannot buy back loose leaf/ custom printed editions.

			<ul style="list-style-type: none">• Voting: everyone votes yes to ZTC Resolution (4 members)
5 min	Questions and next steps	MC	Discussion: If we want to add an agenda item or presentation, it's recommended that we submit it at least one week in advance.