



Textbook & Instructional Materials Committee Meeting

Agenda, Fall 2023

12/08/2023

(10:30 AM – 12:00PM, Zoom)

X	<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>	X	<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	
5 min	Approval of Minutes	RS/MC	Minutes for 11.14.23 approved. 4 votes for: 2 abstentions (Ellen and Gabi)
5 min	SPEAC report	MC	Accreditation: Structure of policies to be updated
10 min	ZTC/LIEAL report	MC	Instructional ZTC Coordinator on our campus. Application for unique cohorts of art and history, the have started.
10 min	Bookstore report	EG	<ul style="list-style-type: none"> As of Monday, 88% adoption for winter & 70% adoption for spring Next meeting set aside time for Inclusive Access program. Single titles- we would be able to save students a lot of money. Link to bookstore course materials by class, faculty will be able to find these course materials under the “discover button” in their Mt SAC portal- email has been sent by Tami.

			<ul style="list-style-type: none"> • Faculty that needs training can contact Tami and she can do a 1:1 with them to walk them through the process. • Erik G will have Tami reach out to Ellen C and Monika C, to help them locate the information and will also provide a link. • Erik G will reach out to IT to make them aware that faculty is not able to see the discover feature. • We will have Roger from Follett come to our next meeting and present. We will invite Morris.
25 min	Zero and low cost icons: awareness (Flex Day, emails, fliers, etc.)	MC	<ul style="list-style-type: none"> • Communication is not coming through campuswide, we don't know if the Icon email is being sent out. • Perhaps a reminder can be made at Department Chairs and/or Dean meetings to remind them send out info to faculty. • An idea to make it more accessible is to link the form to our processes. • Office of instruction sends these emails seems the last time if was sent out was Fall 2022. • Additional Idea besides the email. Posters we created, we can print them and make them visible to faculty. If we want to advertise it. Ellen's new role perhaps on how she can support. Have designated people that can help check if the Smartsheet is being completed. • Incorporate into Flex Day Fall 2024 • Public senate • Student testimonial video on how this has been helpful. • Adoption campaign-course materials manager -Tami send via email to Dept chair and they send it to faculty. • Course carryover -Follett policy • Streamline the number of emails, Erik G will send an example of what the dept chairs are receiving via email and we will see how we can include our Zero and Low-cost icon communication in the same email. • January retreat-Showcase and tie to success and outcome. • Include shop by author QR code available

25 mi	Student survey: goals and objectives	MC	<ul style="list-style-type: none"> • Survey on how much students spend on textbooks annually. How many students are opting not to buy and how their grades are being impacted because they don't have access to textbooks. • Creating value, what are questions do we want to create a survey or do we prefer to update an existing survey. • Work with research, brainstorm what we want to survey. A small group (Monika, Ellen, Romelia) of us can bring back to the team in the spring. Draft survey that can be sent to students.
5 min	Questions and next steps	MC	<p>Discussion</p> <p>Erik G -connecting with Tami adoption campaign and getting access to "discover."</p> <p>RS and reach out to instruction about advertising zero cost and low-cost icons.</p> <p>Team will create a survey and present it the committee in spring.</p>