



Textbook & Instructional Materials Committee Meeting

Notes, December 3, 2020

(3:00 PM – 4:30PM, Zoom)

X	<i>Kristina Allende</i>	X	<i>Allie Frickert</i>	X	<i>Tony Rivas</i>
X	<i>Ellen Caldwell</i>	X	<i>Jenny Leung</i>	X	<i>Romelia Salinas</i>
X	<i>Monika Chavez</i>		<i>Suzanne Luetjen</i>	X	<i>Andi Sims</i>
X	<i>Farheen Dustagheer</i>	X	<i>Julie Marquez</i>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)	Draft Minutes
5 min	Welcome & Introductions: New Members	RS, MC	Discussion	Welcome Ellen Caldwell and Farheen Dustagheer to the committee.
5 min	Approval of Minutes	RS	Review Minutes	Approved.
5 min	Approval of Purpose & Function	RS	Google Doc of Revised Purpose & Function	Reviewed and approved revised Purpose & Function. ACTION ITEM: Move forward to SPEAC for approval. (Monika)
45 min	Looking over goals for the committee & brainstorming other goals	MC, RS	Discussion, will use Jamboard	Brainstormed ideas over Jamboard. ACTION ITEM: Romelia and Monika will synthesize the goals for review at the next meeting.
10 min	Go over TIMC OneDrive	MC, RS	Info sharing	Reviewed the TIMC OneDrive with the committee.

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)	Draft Minutes
20 min	Go over Guidelines for Adoption of Required Instructional Materials	RS, MC	Google Doc of Guidelines for Adoption of Required Instructional Materials	Briefly looked at the Guidelines. These will be further reviewed at a future meeting. ACTION ITEM: Add this item to a future meeting.