



Textbook & Instructional Materials Committee Meeting
Meeting Notes, Oct, 7, 2021
 (3:00 PM – 4:30PM, Zoom)

x	<i>(Faculty) Kristina Allende</i>	x	<i>(Co-chair) Allie Frickert</i>	x	<i>(Co-chair) Romelia Salinas</i>
x	<i>(Faculty) Ellen Caldwell</i>	x	<i>(Faculty) Jenny Leung</i>	x	<i>(Student Services) Gabi Quiroz</i>
x	<i>(Faculty) Monika Chavez</i>	x	<i>(Bookstore) Suzanne Luetjen Enid for Suzanne</i>	x	<i>(Student rep) Susan Ramuco-Elicerio</i>
	<i>Replacement for Tony Rivas?</i>		<i>(EOPS)Julie Marquez</i>	x	<i>(Student rep) Chen Yu</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
10 min	Introduction of student reps and group introductions	AF	Two new student reps appointed by Associated Students were introduced. Welcome Chen Yu and Susan Ramuco!
15 min	Review minutes and review approved recommendations for new members	AF	<ul style="list-style-type: none"> Minutes from 9/16/2021 were reviewed and approved. Reviewed Textbook Adoption Roadmap for new members. Reviewed Recommendations for Adoption of Required Instructional Materials for new members. Reviewed TIMC Proposal: Creating a "low cost" instructional materials schedule designation for new members.
5 min	SPEAC report (approval of recommendations etc)	MC	<ul style="list-style-type: none"> SPEAC approved the Textbook Adoption Roadmap SPEAC approved the Recommendations for Adoption of Required Instructional Materials

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
			<ul style="list-style-type: none"> • SPEAC approved the TIMC Proposal: Creating a “low cost” instructional materials schedule designation • Documents will be forward to Academic Senate for approval.
10min	Report on website status and discussion	GQ and EC	<ul style="list-style-type: none"> • Page has been created https://www.mtsac.edu/governance/committees/timc/ • Gabi lead discussion on possible items to include on our website. <ul style="list-style-type: none"> ○ Items considered were pictures, Purpose & Function, members, agendas, minutes, committee documents. ○ Explore the creation of a resource page for students that can be linked to from student services page or faculty can include on their canvas courses as well as on library website. ○ Calendar with textbook related dates a possible idea. Or master academic calendar dates.
Remaining	Review Purpose, Function, and Goals for AY	RS	The TIMC purpose was reviewed and modified with minor changes. Function items were reviewed and modified with minor changes. Fifth function was added.