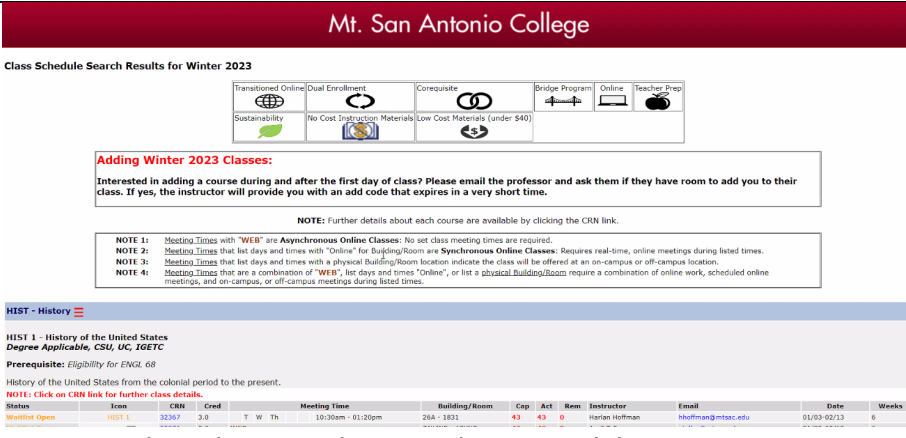




**Textbook & Instructional Materials Committee Meeting**  
**Agenda, Fall 2022**  
 (3:00 PM – 4:30PM, Zoom)

	<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>		<i>(Student Services) Gabi Quiroz</i>
X	<i>(Faculty) Monika Chavez</i>		<i>(Bookstore) Suzanne Luetjen</i>	X	<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>		<i>(EOPS)Julie Marquez</i>		

<b>Time Allotted</b>	<b>Item</b>	<b>Leader</b>	<b>Action Needed (discussion, decision, etc.)</b>
5 min	Review minutes	RC	Approval of Minutes- Allie Moves to approve, all in favor.
5 min	SPEAC report	MC	Last meeting was cancelled due to Thanksgiving break.

	Announcement		 <p><b>Class Schedule Search Results for Winter 2023</b></p> <p><b>Adding Winter 2023 Classes:</b> Interested in adding a course during and after the first day of class? Please email the professor and ask them if they have room to add you to their class. If yes, the instructor will provide you with an add code that expires in a very short time.</p> <p><b>NOTE:</b> Further details about each course are available by clicking the CRN link.</p> <p><b>NOTE 1:</b> Meeting Times with "WEB" are Asynchronous Online Classes; No set class meeting times are required.  <b>NOTE 2:</b> Meeting Times that list days and times with "Online" for Building/Room are Synchronous Online Classes; Requires real-time, online meetings during listed times.  <b>NOTE 3:</b> Meeting Times that list days and times with a physical Building/Room location indicate the class will be offered at an on-campus or off-campus location.  <b>NOTE 4:</b> Meeting Times that are a combination of "WEB", list days and times "Online", or list a physical Building/Room require a combination of online work, scheduled online meetings, and on-campus, or off-campus meetings during listed times.</p> <p><b>HIST - History</b></p> <p><b>HIST 1 - History of the United States</b> Degree Applicable, CSU, UC, IGETC Prerequisite: Eligibility for ENGL 68 History of the United States from the colonial period to the present. <b>NOTE: Click on CRN link for further class details.</b></p> <table border="1"> <thead> <tr> <th>Status</th> <th>Icon</th> <th>CRN</th> <th>Cred</th> <th>Meeting Time</th> <th>Building/Room</th> <th>Csp</th> <th>Act</th> <th>Rem</th> <th>Instructor</th> <th>Email</th> <th>Date</th> <th>Weeks</th> </tr> </thead> <tbody> <tr> <td>Waitlist Open</td> <td></td> <td>22367</td> <td>3.0</td> <td>T W Th 10:30am - 01:20pm</td> <td>268 - 1831</td> <td>43</td> <td>43</td> <td>0</td> <td>Kieran Hoffman</td> <td>hhoffman@mtac.edu</td> <td>01/03-02/13</td> <td>6</td> </tr> </tbody> </table>	Status	Icon	CRN	Cred	Meeting Time	Building/Room	Csp	Act	Rem	Instructor	Email	Date	Weeks	Waitlist Open		22367	3.0	T W Th 10:30am - 01:20pm	268 - 1831	43	43	0	Kieran Hoffman	hhoffman@mtac.edu	01/03-02/13	6
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30 min	Draft email for campus	AF	<p>New Icons have been implemented. Team celebrates.</p> <ul style="list-style-type: none"> <li>• New icons and Smartsheet to faculty, we can use the portal, email let them know the location of Smartsheet, frequently asked questions and the guidelines. It needs to be sent out multiple times, preferably before the schedule goes live and before enrollment.</li> <li>• A burb to be included introducing the form.</li> <li>• Creating a low-cost instructional materials link, place it on the website and put the link as the button. The first button needs to be archived as its completed.</li> <li>• Ask instruction to approve email and send.</li> <li>• Announcement to Faculty: “You might of noticed in the winter schedule there is a icon.. (Talk about where it came from and the purpose.)” Send a general email to each <b>Divisions, Instruction, Counseling, Equity Centers, EOPS</b> include links in this announcement. This would give instructions to Faculty.</li> </ul>																										

			<ul style="list-style-type: none"> <li>• Announcement to Students: Students may not read the email; we might have more success if we create a flyer. Flyer can be posted and distributed in different areas to create more awareness. <b>Associate Students, Equity Centers, Honors Program, General Mt Sac, Basic Needs, Counseling, Library, Student Services, EOP</b> post on social media and building. This approach would reach students that regularly don't check their emails.</li> <li>• Monika and Romelia will work on creating a flyer.</li> <li>• Will these icons be on the website AND printed schedule? Romelia Confirmed the catalog doesn't have the ICON Catalog request (Sylvia). We have three forms of schedule -&gt; LIVE, Printed, and PDF catalog. We can send over an ad to include in the catalog.</li> <li>• Allie will work on sending this announcement to relevant people and post. Allie will also send the email Loralyn and Meghan for approval, she will inform them the flyer will be forth coming.</li> </ul>
Remaining			

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