Textbook & Instructional Materials Committee Meeting
Notes, September 1, 2022
(3:00 PM – 4:30PM, Zoom)

x	(Faculty) Kristina Allende	x	(Co-chair) Allie Frickert	x	(Co-chair) Romelia Salinas
On sabbatical	(Faculty) Ellen Caldwell		(Faculty) Jenny Leung	x	(Student Services) Gabrielle Quiroz
x	(Faculty) Monika Chavez	x	(Bookstore) Suzanne Luetjen	x	(Student rep) Susan Ramuco-Elicerio
	Vacant		(EOPS)Julie Marquez		Guest Sylvia Ruano

Item	Leader	Action Needed (discussion, decision, etc.)
Review minutes	AF	Minutes from 6.2.22 will be reviewed and approved in our next meeting.
SPEAC report	MC	No updates
Instruction update- Low and Zero Cost Icons, smartsheet form, coding and reporting	RS	- Committee agrees smartsheet instructions need to be revised to be clearer as they can be confusing. - Campus is asked to collect this data and once collected it will need to be coded. - A memo was received regarding textbook affordability. "What is the system doing to save students money on the CRN level?" The survey will need to say, "Students use instructional materials that are not OER, but still no cost to students" additionally we will need to add the question "Do you use instructional materials?"

		• We will need a plan on the method we will us to send out to the faculty. Additionally, in the past there was an IT problem with the zero-cost filtering option, at times it would not show the correct classes. • It is suggested to communicate information to faculty in the winter as it is a smaller schedule Additional information, Link provided by a committee member https://asccc-oeri.org/wp-content/uploads/2022/08/XB12-Instructional-Material-Cost-Informational-Meeting-8-16-2022-shared.pdf
Review and discuss committee goals	RS and AF	• Reviewed and discussed committee goals and memberships. • The committee will need to appoint another student and appointment someone to replace Julie. EOPS needs to be faculty. (Roger, Julie and Audrey will be emailed). • Goal #1: *Publish and promote College Textbook Affordability Guidelines (aka "Recommendations for Adoption of Required Instructional Materials") and the Textbook Adoption Roadmap.* XXXXXX Goal #2 *Educate faculty about the textbook adoption process and the impact on students of the cost of instructional materials —including financial aid, basic needs, accessibility, copyright, course packs, off-campus bookstores, achievement, and retention.* Use Flex day to talk about road map and best practices for instructional materials and a brief description of icons. Recommend POD training for faculty and staff. (EOPs and their textbook project, financial aid invite guest, Equity center – lending textbooks). • Goal # 3: *Advocate for a low-cost designation in the class schedule.* XXXX Goal #4: *Survey students about textbooks for baseline data; work with RIE to decide on data points and how often to survey students in the future.* This goal was not met. How can we get this information to students and make it user friendly? Department chairs can assist with communicating this information. • Goal # 5: *Identify and make connections with other campus committees and units with whom we can collaborate.* Committee agrees to brainstorm to see who we can collaborate with and build campus connections

		- Goal # 6: *Work with the Library Initiative for Equitable & Affordable Learning (LIEAL) to promote Library resources and services that reduce the cost of instructional materials.* This committee can help promote campus announcements such as LIEAL-"Anti-racist". - Goal #7: *Develop and maintain a TIMC webpage for sharing resources with the campus community*. Committee discussed webpages not updated on college website. Team will contact Eric Turner regarding webpages, PDFs, one round of training and differed maintenance as we need a more sustainable process. All goals were met except collecting student data. Co-Chairs are proud of this committee for achieving almost all the goals they set last year.
Update information implementation of icons		Next meeting 9.15.22