

# Textbook and Instructional Materials Committee Meeting

## Notes

Friday, March 8, 2024 at 2pm

ITEM (Led by...)	Time
<p>I. <b>Call to Order, Land Acknowledgement, Introductions. (All)</b></p> <p><i>Land Acknowledgement: We acknowledge that we gather at Santa Rosa Junior College on the territorial traditional land of the Pomo People in Santa Rosa and the Coast Miwok People in Petaluma, past and present, and honor with gratitude the land itself and the people who have stewarded it throughout the generations.</i></p>	5 Minutes
<p>II. <b>Action: Approval of Minutes (All)</b></p> <p>Approve Meeting Notes from February 23 – sent via email. Kris 1<sup>st</sup>, Lily 2<sup>nd</sup> unanimous</p>	5 Minutes
<p>III. <b>Textbook pricing through Bookstore – high variance compared to other institutions.</b></p> <p>Include Screen shots – Attached. Canon received these from a colleague that wanted to bring attention to the variance in cost on the bookstore website.</p> <p>This can be related to publisher price, Inventory and College/Bookstore agreements. The variance will continue based on this. However, there are some things we can do to help:</p> <ul style="list-style-type: none"><li>✓ Submit our faculty textbook adoptions early as possible.</li><li>✓ Faculty letting bookstore know if a book is going to be used for multiple semesters.</li></ul> <p>There was encouragement for the bookstore to include this information in the textbook adoption request to encourage early adoption and notification of use for multiple semesters to help reduce cost of bookstore textbooks. The committee encouraged Andre (Bookstore Manager) to present this information to the chairs. There was also encouragement for Andre to include OER information in the presentation. Andre will reach out to Alice Hampton and Rima Dasgupta that lead DCC to get on a future agenda.</p> <p>The Committee is interested in presenting at PDA Day on the above topics. Jen and Andre are interested in presenting.</p>	10 Minutes

<p><b>IV. Committee Composition and reporting structure</b></p> <p>Committee Membership Recommendation:</p> <ul style="list-style-type: none"> <li>3 Administrators (VP of Finance and Admin Services or designee, Academic Dean, and Dean of Disabled Students Programs and Services or designee)</li> <li>5 Faculty from diverse disciplines (1 AFA, 4 Academic Senate)</li> <li>3 Classified (including 1 Course Reserves Library Tech and 1 Student Service employee)</li> <li>2 Students</li> <li>1 Ex-Officio (Bookstore Director)</li> </ul> <p><i>Questions from Committee:</i></p> <p>Can we get a definition of Senate Consultation Committee? In this structure, what are the responsibilities of the committee and what are the responsibilities of Senate? We experience slowness in implementation (Ex. Low-Cost Designation Implementation). How can we improve the forward momentum of initiatives or projects? Student voice is crucial, but we have a hard time maintaining student participation on the committee.</p>	<p>15 minutes</p>
<p><b>V. OER Liaison Report (Jen)</b></p> <p>Currently recruiting for ZTC Coordinator – Deadline is March 27<sup>th</sup>. Please encourage people to apply! Through the ZTC Grant we are partnering with Butte CC and another college on the Art History ZTC Pathway. The next ZTC workgroup meeting we will finalize the GAP analysis information and stipend process.</p>	<p>10 Minutes</p>
<p><b>VI. Bookstore Updates (Andre)</b></p> <p>Skipped – covered in above agenda items.</p>	<p>10 Minutes</p>
<p><b>VII. Adjournment and Items for next agenda</b></p> <p>Possible Department by Department presentations/support for textbook adoption.</p>	<p>5 Minutes</p>