

# Textbook and Instructional Materials Committee Meeting

## Agenda

Friday, April 12, 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>	
<p>II. <b>Action: Approval of Minutes (All)</b></p> <p>Approve Meeting Notes from March 08 – sent via email</p>	5 Minutes
<p>III. <b>Finalize College Council Recommendation and Questions for TIMC</b></p> <p>The committee reviewed the charge of the committee and came to the conclusion that the charge for TIMC is appropriate. However, the ability for the committee to complete this charge has been challenging. The committee has refined their request to the following two areas:</p> <ol style="list-style-type: none"> <li>1. Committee membership – The committee has experienced that we need to increase faculty representation, increase student representation, reduce classified assignments, and include someone in the committee that is knowledgeable of bookstore MOU. Here is our requested membership:             <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 Bookstore Director</li> </ul> </li> <li>2. Clarification of Committee reporting structure and questions to College Council – We grateful that some of the below questions will be answered with the Participatory Governance Manual being drafted because lack of clarity on the below items has been a significant challenge in accomplishing our charge.             <ol style="list-style-type: none"> <li>a. 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?</li> <li>b. We experience slowness in implementation (Ex. Low-Cost Designation Implementation). How can we improve the forward momentum of initiatives or projects?</li> <li>c. Student voice is crucial, but we have a hard time maintaining student participation on the committee. How is this supported and what can we do to improve?</li> </ol> </li> </ol>	15 minutes

IV. OER Liaison Report (Jen)	10 Minutes
V. Bookstore Updates (Andre)	10 Minutes
VI. Discuss Committee Facilitation of Possible Department by Department presentations/support for textbook adoption.	10 Minutes
VII. Adjournment and Items for next agenda	5 Minutes