

# Textbook and Instructional Materials Committee Meeting

## Minutes

Friday, April 12, 2024 at 2pm

ITEM (Led by...)	Time
<p>I. Call to Order, Land Acknowledgement, Introductions. (All)</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. Action: Approval of Minutes (All)</p> <p>Approve Meeting Notes from March 08 – sent via email: approved</p>	5 Minutes
<ul style="list-style-type: none"> <li>• <b>Finalize College Council Recommendation and Questions for TIMC</b></li> </ul> <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> <ul style="list-style-type: none"> <li>• 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>• 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.             <ul 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</li> </ul> </li> </ul>	15 minutes

<p style="text-align: center;">we do to improve?</p> <ul style="list-style-type: none"> <li>• discussed difficulty of moving forward, uncertainty of what we should do and how to accomplish goals, also difficulty finding a chair. Revisited committee function as presented on committee webpage.</li> <li>• Reviewed past accomplishments in line with 5 functions.</li> <li>• Discussion of “how to” accomplish goals in charge. <ul style="list-style-type: none"> <li>e.g., help Faculty with textbook adoptions, workflow, dates and deadlines, etc.</li> </ul> </li> <li>• Challenge: Bookstore gets notified about Courses a month before Faculty and things are still in flux up until the first week.</li> </ul>	
<p><b>III. OER Liaison Report (Jen)</b>  OER Workgroup is meeting to select ZTC Coordinator on Monday. There are 5 applicants. XB12 District reports to Chancellors Office various items (how many Courses have OER, or no instructional materials, etc.) There are some changes to categories (OER and ZTC have been combined, which is problematic) Work is underway to separate the two. The District is responsible to rectify; TIMC may be consulted.</p>	10 Minutes
<p><b>IV. Bookstore Updates (Andre)</b>  Bookstore: 80% adoptions for summer have been submitted. OER list submitted to Library. Library will circle back with report for what we do have or plan to provide (process/policy). Bookstore email to Faculty will note there is a “roll over” option for materials that are being used again.</p>	10 Minutes
<p><b>V. Discuss Committee Facilitation of Possible Department by Department presentations/support for textbook adoption.</b>  Discussion of past presentations. Andre volunteered the Bookstore to collaborate or take the lead on presentation. What should we present? 1) importance and explanation of timeframes and deadlines; fill out form even if not buying through Bookstore (information is made available for students), best practices, price comparison, bring OER examples, strategies for lowering the cost of textbooks (e.g., if department commits to using a particular textbook department-wide), promote entirely zero cost degrees (e.g., Art History). If not Fall, perhaps we can initiate before Spring textbook adoptions begin. It was noted that textbook cost is a factor in what courses students consider taking.</p>	10 Minutes
<p><b>VI. Adjournment and Items for next agenda</b></p> <p>a) invite new ZTC Coordinator to next meeting</p> <p>b) plan for TIMC “Road Show” to visit individual Departments</p>	5 Minutes

Meeting adjourned at 2:50