

Textbook and Instructional Materials Committee Meeting Agenda

Friday, September 13, 2024 at 2pm

ITEM (Led by...)	Action
<p>I. Call to Order, Housekeeping, Introductions. (All)</p> <ol style="list-style-type: none"> 1. Introduction of Committee Members 2. Review Committee Charge 3. Identify Notetaking rotation 	<p>Mary-Catherine will add a notetaker rotation to each agenda.</p>
<p>II. Action: Approval of Minutes (All)</p> <p>No meeting notes due to no quorum at 4/25/24 meeting.</p>	<p>None.</p>
<p>III. Update on College Council Recommendation and Questions from TIMC (Mary-Catherine)</p> <ol style="list-style-type: none"> 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"> 3 Administrators (VP of Finance and Admin Services or designee, Academic Dean, and Dean of Disabled Students Programs and Services or designee) 5 Faculty from diverse disciplines (1 AFA, 4 Academic Senate) 3 Classified (including 1 Course Reserves Library Tech and 1 Student Service employee) 2 Students 1 Bookstore Director 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"> 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? b. We experience slowness in implementation (Ex. Low-Cost Designation Implementation). How can we improve the forward momentum of initiatives or projects? 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? d. We have had difficulty identifying a faculty chair for the committee. Is there any guidance or process for when an Academic Senate Committee is unable to identify a chair? 	<p>Review only. Mary-Catherine will follow-up with College Council to see when these recommendations and questions will be considered.</p>
<p>IV. Bookstore Updates (Andre)</p>	<p>Next meeting Andre, Leon, and others will</p>

<p>Andre reviewed data related to textbook adoption at SRJC. See attached presentation.</p>	<p>share more on the textbook adoption process.</p>
<p>V. Discuss Committee Facilitation of Possible Department by Department presentations/support for textbook adoption.</p>	<p>Hilleary, Leon and Andre volunteered to work together to walk the committee through the Textbook Adoption process to help the Committee have a deeper understanding of the faculty experience and make appropriate recommendations for improvement. This will be added as an update for next meeting.</p>
<p>VI. Adjournment and Items for next agenda</p> <p>Presentation on Textbook Adoption process Update on Library Services related to Instructional Materials Identify ways to improve Textbook adoption form Future: understand guidelines, policy and regulation related to Instructional Materials Future: Burden-Free Access to Instructional Materials</p>	