

# Textbook and Instructional Materials Committee Meeting Agenda

Friday, January 24th 2024 at 2pm

ITEM (Led by...)	Action
<p><b>I. Call to Order, Housekeeping, Introductions. (All)</b></p> <p>Today's notetaker: Kruti Darji</p>	
<p><b>II. Action: Approval of Minutes (All)</b></p> <p>Approve 11/22/24 Meeting Notes</p>	
<p><b>III. ZTC Grant Update and XB-12 Requirements</b></p> <p>Guest: ZTC Grant Coordinator, Katrina Smith</p>	
<p><b>IV. Bookstore: Introduction of New Bookstore Manager and Update on Textbook Adoptions (Andre)</b></p> <p>Guest: Danielle Castaneda</p>	
<p><b>V. Chair Duties Discussion</b></p> <p>Make sure committee website is accurate            Solicit agenda items            Create agendas and send out            Facilitate discussion in meeting (Hilleary offered to assist with this)            Maintain notetaker list            Edit meeting notes and send with meeting materials.            Anything else?</p> <p>Note: Shauna Hagerman keeps email list up-to-date and helps with website updates. She can also send meeting invites if the chair wants assistance</p>	
<p><b>VI. Adjournment and Items for future agendas</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update on Library Services related to Instructional Materials</li> <li><input type="checkbox"/> Future: understand guidelines, policy and regulation related to Instructional Materials</li> <li><input type="checkbox"/> Future of Bookstores – Changes in publishing world and impact on SRJC</li> <li><input type="checkbox"/> Future: Burden-Free Access to Instructional Materials</li> <li><input type="checkbox"/> Textbook Adoption Form</li> </ul>	

Notetaker Rotation:

~~Kristen Dalby~~

Kruti Darji

~~Anne Marie Donnegan~~

Leon Hsu

Andre Jimenez  
Vanessa Mondragon  
Mary-Catherine Oxford  
Bob Peterson  
Katrina Rahn  
David Rau  
Andrew Simmalaychanh  
Hilleary Zarate