

# Textbook and Instructional Materials Committee Meeting Notes

Friday, October 11, 2024 at 2pm

ITEM (Led by...)	Action
<b>I. Call to Order, Housekeeping, Introductions. (All)</b>  Introduction of Committee Members – Kruti Darji & Anne-Marie Donegan Today’s notetaker: Leon Hsu	In attendance: Kris Dalby, Kruti Darji, Anne-Marie Donegan, Leon Hsu, Andre Jimenez, Vanessa Mondragon, Robert Peterson, Katrina Rahm, David Rau, Hilleary Zarate
<b>II. Action: Approval of Minutes (All)</b>  Approval of 9/13 Meeting Notes.	Katrina moved to approve, seconded by Vanessa. September 13 meeting notes approved.
<b>III. Bookstore Updates (Andre)</b>	No updates at this time. The bookstore is working on the adoption process for the Spring 2025 semester.
<b>IV. Presentation on Textbook adoptions Process (Leon, Andre, and Hilleary)</b>	<p>Hilleary, Andre, and Leon developed Powerpoint slides detailing the steps of the textbook adoption process from the groundwork done by the bookstore, to the email that faculty receive, to the current webform (and other options) for faculty to specify their needs, to the steps taken by the bookstore to estimate the number of copies they need of each book and ordering.</p> <p>Roughly two weeks after the email goes out to faculty to make their selections, textbooks from the previous year are auto-adopted, if faculty do not respond. These auto-adoptions do not become finalized until finals week. One important reason for faculty to specify their textbook needs is that it allows the bookstore to pay student a higher price for their used textbooks during finals week. If there is no stated need for a particular book at SRJC, then the bookstore can only pay students a significantly lower price. named through the auto-adoption process is enough for the bookstore to justify paying students the higher buyback price.</p> <p>There was a request to take the auto-adoption process to senate.</p>
<b>V. Inclusive Access (Andre &amp; Hilleary)</b>	This is an option whereby students can get access to the electronic version of course materials at a significant discount compared to the normal process they would use to purchase these materials. The “catch” is that students either need to pay for the materials at the time of registering for the class OR they would have to opt-out of paying for the materials at the time of registration, but then opt back before the first or second week of classes.

	This is not yet an option at SRJC. We need to decide whether we want to start a conversation on the
<b>VI. Discuss Committee Facilitation of Possible Department by Department presentations/support for textbook adoption (All)</b>  <i>If we have time</i>	No time during this meeting
<b>VII. Adjournment and Items for next agenda</b>  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	To add to list of future discussion items: Desirability of offering the Inclusive Access option at SRJC

Notetaker Rotation:

Kristen Dalby  
Kruti Darji  
Anne-Marie Donnegan  
Anne Donnelly  
~~Leon Hsu~~  
Andre Jimenez  
Vanessa Mondragon  
Mary-Catherine Oxford  
Bob Peterson  
Katrina Rahn  
David Rau  
Andrew Simmalaychanh  
Hilleary Zarate