

Textbook and Instructional Materials Committee Meeting Agenda

Friday, November 22, 2024 at 2pm

ITEM (Led by...)	Action
<p>I. Call to Order, Housekeeping, Introductions. (All)</p> <p>Today's notetaker: Kristen Dalby</p>	
<p>II. Action: Approval of Minutes (All)</p> <p>Approve 11/8/24</p>	
<p>III. Academic Senate Committee Report Due</p> <p>We will need to submit a written report. To help prepare, we have a shared document with instructions and topics TIMC Report to Academic Senate</p> <p>Examples from other Committees:</p> <ul style="list-style-type: none"> ○ District Online Committee Report (5 min) – T. Jacobson ○ Petaluma Faculty Forum Report (5 min) – L. Erikson Rhodes ○ Professional Development Committee Report (5 min) – A. Foster & A. Forrester <p>Deadlines and Dates from Senate:</p> <ul style="list-style-type: none"> • December 4, 3:15-5:00 p.m. – Wednesday, November 27th by Noon 	
<p>IV. Chair Duties Discussion (if Time)</p> <p>Make sure committee website is accurate</p> <p>Solicit agenda items</p> <p>Create agendas and send out</p> <p>Facilitate discussion in meeting (Hilleary offered to assist with this)</p> <p>Maintain notetaker list</p> <p>Edit meeting notes and send with meeting materials.</p> <p>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>V. Adjournment and Items for future agendas</p> <ul style="list-style-type: none"> • Update on Library Services related to Instructional Materials • Future: understand guidelines, policy and regulation related to Instructional Materials • Future of Bookstores – Changes in publishing world and impact on SRJC • Future: Burden-Free Access to Instructional Materials • Textbook Adoption Form 	

Notetaker Rotation:

Kristen Dalby

Kruti Darji

~~Anne-Marie Donnegan~~

Anne Donnely

~~Leon Hsu~~

Andre Jimenez

Vanessa Mondragon

Mary-Catherine Oxford

Bob Peterson

Katrina Rahn

David Rau

Andrew Simmalaychanh

Hilleary Zarate