

Textbook and Instructional Materials Committee Meeting Notes

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>Present: Kristen Dalby, Kruti Darji Anne-Marie Donnegan, Leon Hsu, Mary-Catherine Oxford, Bob Peterson, Katrina Rahn, David Rau, Hilleary Zarate</p>
<p>II. Action: Approval of Minutes (All)</p> <p>Approve 11/8/24</p>	<p>Minutes Approved</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>The committee reviewed and modified the report for the Academic Senate (AS). Each topic was discussed.</p> <p>We need to define the time frame of the report. Annual or fall were options.</p> <p>The committee broke out into groups to focus on separate topics on the report.</p> <p>November 27th is the deadline, we will approve as a group via a shared document for the December 4th AS meeting</p> <p>Document should be submitted as a clean executive document.</p>
<p>IV. Chair Duties Discussion (if Time)</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>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 	

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|---|--|
| <input type="checkbox"/> Future: Burden-Free Access to Instructional Materials
<input type="checkbox"/> Textbook Adoption Form | |
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Notetaker Rotation:

~~Kristen Dalby~~

Kruti Darji

~~Anne-Marie Donegan~~

~~Leon Hsu~~

Andre Jimenez

Vanessa Mondragon

Mary-Catherine Oxford

Bob Peterson

Katrina Rahn

David Rau

Andrew Simmalaychanh

Hilleary Zarate