



## Textbook & Instructional Materials Committee Meeting

Meeting Notes, Oct, 7, 2021

(3:00 PM – 4:30PM, Zoom)

|          |                                    |          |   |          |  |
|----------|------------------------------------|----------|---|----------|--|
| <i>x</i> | <i>(Faculty) Kristina Allende</i>  | <i>x</i> | <i>(Co-chair) Allie Frickert</i>                        | <i>x</i> | <i>(Co-chair) Romelia Salinas</i>          |
| <i>x</i> | <i>(Faculty) Ellen Caldwell</i>    | <i>x</i> | <i>(Faculty) Jenny Leung</i>                            | <i>x</i> | <i>(Student Services) Gabi Quiroz</i>      |
| <i>x</i> | <i>(Faculty) Monika Chavez</i>     | <i>x</i> | <i>(Bookstore) Suzanne Luetjen<br/>Enid for Suzanne</i> | <i>x</i> | <i>(Student rep) Susan Ramuco-Elicerio</i> |
|          | <i>Replacement for Tony Rivas?</i> |          | <i>(EOPS) Julie Marquez</i>                             | <i>x</i> | <i>(Student rep) Chen Yu</i>               |

| Time Allotted | Item   | Leader | Action Needed (discussion, decision, etc.)   |
|---------------|--|--------|--|
| 10 min        | Introduction of student reps and group introductions               | AF     | Two new student reps appointed by Associated Students were introduced. Welcome Chen Yu and Susan Ramuco!   |
| 15 min        | Review minutes and review approved recommendations for new members | AF     | <ul style="list-style-type: none"> <li>• Minutes from 9/16/2021 were reviewed and approved.</li> <li>• Reviewed Textbook Adoption Roadmap for new members.</li> <li>• Reviewed Recommendations for Adoption of Required Instructional Materials for new members.</li> <li>• Reviewed TIMC Proposal: Creating a “low cost” instructional materials schedule designation for new members.</li> </ul> |

|           |  |           |  |
|-----------|--|-----------|--|
| 5 min     | SPEAC report (approval of recommendations etc) | MC        | <ul style="list-style-type: none"> <li>• SPEAC approved the Textbook Adoption Roadmap</li> <li>• SPEAC approved the Recommendations for Adoption of Required Instructional Materials</li> <li>• SPEAC approved the TIMC Proposal: Creating a “low cost” instructional materials schedule designation</li> <li>• Documents will be forward to Academic Senate for approval.</li> </ul>  |
| 10min     | Report on website status and discussion        | GQ and EC | <ul style="list-style-type: none"> <li>• Page has been created<br/><a href="https://www.mtsac.edu/governance/committees/timc/">https://www.mtsac.edu/governance/committees/timc/</a></li> <li>• Gabi lead discussion on possible items to include on our website. <ul style="list-style-type: none"> <li>○ Items considered were pictures, Purpose &amp; Function, members, agendas, minutes, committee documents.</li> <li>○ Explore the creation of a resource page for students that can be linked to from student services page or faculty can include on their canvas courses as well as on library website.</li> <li>○ Calendar with textbook related dates a possible idea. Or master academic calendar dates.</li> </ul> </li> </ul> |
| Remaining | Review Purpose, Function, and Goals for AY     | RS        | The TIMC purpose was reviewed and modified with minor changes. Function items were reviewed and modified with minor changes. Fifth function was added.   |