



**Textbook & Instructional Materials Committee Meeting**  
**Agenda, Spring 2023**  
**4/6/2023**  
**Notes**  
**(3:00 PM – 4:30PM, Zoom)**

x	<i>(Faculty) Kristina Allende</i>	x	<i>(Co-chair) Allie Frickert</i>	x	<i>(Co-chair) Romelia Salinas</i>
x	<i>(Faculty) Ellen Caldwell</i>		<i>(Faculty) Jenny Leung</i>	x	<i>(Student Services) Gabi Quiroz</i>
x	<i>(Faculty) Monika Chavez</i>		<i>(Bookstore) Suzanne Luetjen</i>	x	<i>(Student rep) Susan Ramuco</i>
x	<i>(SS Manager Rep) Eric Lara</i>		<i>(Student Services Manager) Vacant-</i>	x	<i>Esteban Aguilar (Guest)</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	RS	Approve minutes Ellen Caldwell, Gabi, 3.16.23 Ellen approved seconds Allie
5 min	Introductions of Members	Team	New Team Member- Welcome Eric Lara
5 min	SPEAC report	MC	First meeting- AP BP academic senate is encouraging us to review them.
15 min	ZTC Pathways State Grant	MC	Presenters Monika and Esteban <ul style="list-style-type: none"> <li>○ Electronic Resource librarian- Library Initiative for equitable and affordable learning (LIEAL)</li> <li>○ Members on LIEAL Hon, Cristina, Katie, Monika, and Esteban- experience with OER.</li> <li>○ California 2- year College to begin 115m OER Experiment.</li> </ul>

			<ul style="list-style-type: none"> <li>○ Pathway for student to take all their classes for a degree or certificate at a zero to low cost.</li> <li>○ Money we are getting is going to promotion and outreach, course mapping and Software and licenses to support OER adoption, adaption and creation.</li> <li>○ October implementation plan. Creating a representation to appoint faculty. Decision making included voices across campus.</li> <li>○ <a href="mailto:Lieal@mtsac.edu">Lieal@mtsac.edu</a> mtsac.edu/library/oer</li> <li>○ Ellen Caldwell: Pressbooks – pre-grant version: <a href="https://pressbooks.pub/art100/">https://pressbooks.pub/art100/</a></li> </ul> <p>Libretext – published version: <a href="https://human.libretexts.org/Bookshelves/Art/Introduction_to_Art_History_I_(Myers)">https://human.libretexts.org/Bookshelves/Art/Introduction_to_Art_History_I_(Myers)</a></p>
15 min	Low Cost Flyer	MC/RS	<p>Final review of flyer</p> <p>Student: <a href="https://www.canva.com/design/DAFdGKjMaAE/dm4Gv5kqrTNZetA1D4B6vw/edit?utm_content=DAFdGKjMaAE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFdGKjMaAE/dm4Gv5kqrTNZetA1D4B6vw/edit?utm_content=DAFdGKjMaAE&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a></p> <p>Employee: <a href="https://www.canva.com/design/DAFdZs3mhQ4/txKMREI8bwAuD1nIrJAOKw/edit?utm_content=DAFdZs3mhQ4&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFdZs3mhQ4/txKMREI8bwAuD1nIrJAOKw/edit?utm_content=DAFdZs3mhQ4&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a></p> <p>Concerns of certain department would not be able to participate in zero/low cost. e.g Art (paint supplies- more affordable) and science (textbook inherently more expensive). That resolved itself.</p> <p>IT/ Icon- Associated student set the 40\$ limit. This is a trend, and we want to stay ahead of it. This includes textbook and other instructional</p>

			<p>materials. Change the faculty flyer to read “textbook and instructional material cost” instead of Textbook cost.</p> <p>Who will send the flyer out?- Gabi  Volunteers to speak from counseling, will reach out and schedule them – Kristina  Financial aid contact Rosie- Jenny is to reach out, Romelia will inform her to reach out Rosie.</p>
15 min	Data, Quotes, and Reports	MC/RS	<p>Quantitative data from OER</p> <ul style="list-style-type: none"> <li>o <a href="https://studentpirgs.org/2021/02/24/fixing-the-broken-textbook-market-third-edition/">https://studentpirgs.org/2021/02/24/fixing-the-broken-textbook-market-third-edition/</a></li> <li>o Key Finding items</li> <li>o Educationadata.org</li> <li>o Testimonials from faculty, put them on our website and/or a form that we can start building an awareness and use it moving forward</li> </ul>
15 min	To Do List	RS	<p>Review of to do list/ updates:</p> <p>Allie: Draft language for a portal announcement for faculty: ""The Textbook and Instructional Materials Committee (TIMC) has exciting news! A new icon to support student equity has now been added to the class registration schedule. In addition to the state-required icon to designate courses with zero-cost instructional materials, a second icon to designate “low-cost” materials, defined as \$40 or less based on our campus bookstore prices, is now available to be added to your courses!</p> <p>TIMC worked with the Office of Instruction to develop a single Smartsheet to be utilized each term by faculty who would like to designate their courses as either Zero or Low Cost. This is a separate process from the bookstore requisition form; the icon helps students to find classes that are more affordable to them.</p>

			<p>Click here to view the FAQs regarding Zero Cost and Low Cost designation and explore the Textbook and Instructional Materials Committee work here.</p> <p>If you have questions or corrections regarding the Zero Cost or Low Cost designation, please contact your Division Administrator or Lorilyn Isomura in the Office of Instruction."</p> <p>Allie: One change is that we will take out "Division Administrator" and will add Chris Estrada</p> <p>Ellen Suggestion: TIMC worked with the Office of Instruction to develop a Smartsheet to be utilized each term (for each course) by faculty who would like to designate their courses as either Zero or Low Cost.</p> <p>Add: Equity or equitable needs. Textbook cost or material cost</p>
15 min	Update: Inclusive Access	SL	Next meeting
Remaining	Other	RS	Equity- Book lending program; Eric to present next meeting.