



Textbook & Instructional Materials Committee Meeting
Notes, October 6, 2022
 (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) Gabrielle Quiroz</i>
<i>x</i>	<i>(Faculty) Monika Chavez</i>	<i>x</i>	<i>(Bookstore) Suzanne Luetjen</i>	<i>x</i>	<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>		<i>(EOPS)Julie Marquez</i>		<i>Guest</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	RS	Approval of Minutes (x2) Approval of minutes 6/2/ 2022 approved by Allie Frickert seconded by Monica Chavez Approval of minutes 9/1/2022 approved by Allie Frickert seconded by Monica Chavez No questions on minutes from team.
5 min	SPEAC report	MC	"Student equity report due in November, Blurb zero cost textbook program, textbook committee has a part in this."

<p>20 min</p>	<p>Review Smartsheet and update FAQ page if needed</p>	<p>https://app.smartsheet.com/b/form/b700bbcc536a4eafac06a1ecd822dd61</p> <p>Proposal of the Smartsheet and two icons. One was used erroneously they did not have textbook cost, but they did have expenses on materials. Team reviewed Smartsheet. Committee gave feedback to share with a "yes" or "no" to make it easier.</p> <p>Fill out two items one course ID per form. All CRN's for this course id, it cannot say all, it has to say all the CRN's for this course ID. To make it clear for the faculty.</p> <p>Teaching honors course is considered a separate prep. Therefore, a separate sheet is needed for this course.</p> <p>Low cost clearly states icon designated low cost or no cost and define it no more than 40\$, retail or secondhand store. Example: No more than 40\$ per cost based on textbook requisition. Buy it from our bookstore for 40\$ or less. Barnes and Nobles hard copy is 60\$. But 30\$ for the eBook it's through the bookstore. We want to be clear on Low cost, no more than 40\$ according to your bookstore order.</p> <p>Zero Cost designation in the schedule FAQ- Monika made the edits as the team decided what changes needed to be made.</p> <p>Title Change "Zero cost and low-cost designations in the schedule FAQ"</p> <p>https://mtsaco-my.sharepoint.com/:w:/g/personal/rsalinas12_mtsac_edu/ESbXGRwk3-VHpNS_MQdYm7EBn7wc37PK8uzlxphl2gEwhQ?e=Hul6Zh</p> <p>Changed "Mt Sac has Zero Cost and Low-Cost Designations"</p> <p>Second bullet now reads "Mt Sac uses the section course attribute Low cost to Designate the course has 40 or less in required costs."</p>
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			<p>Optional costs should not be included in your calculation.</p> <p>Safety equipment as part of the course materials cost which we think we agreed to, this has been included. Faculty must request the designation by submitting a Smartsheet for each course ID asked a smart sheet Id per Course prep (link forthcoming).</p> <p>Question to include: What if I don't require any textbooks or outside materials for my class?</p> <p>*Message between Loralyn and Allie *</p> <p>"Would this be where we put field trips, yes.</p> <p>3:52 PM] Isomura, Loralyn-well, the link will really just stay the same each term, so they can save it. but yes, we can send the link out each term. my thought is that as faculty request the icon on their schedules, the div admins can send the link out to those faculty</p> <p>[3:53 PM] Isomura, Loralyn-rather than sending a blanket email to all faculty bc it doesn't necessarily apply to the majority. I did also reach out to the bookstore, so I plan to work closely with them to obtain the list of faculty that report they are not using textbooks."</p>
10	Accreditation update	AF	<p>Accreditation: Committee pull them up, create a compilation and get feedback. The purpose is to match the overall report. Accuracy and transparency. We can look at them, Allie can send them to you, and or we can look at the drafts.</p> <p>Member suggests it would be beneficial to over them as a team would be beneficial.</p> <p>1c Transparency- the work that we do, we are responsible for sharing the full cost of course.</p>

			<p>“The mount sac bookstore accurately informs students of the fees for textbooks”</p> <p>There are alternatives, books that are being rented instead of buying, there is no shortage of supply. When a book is offered, is it a rental or purchased?</p> <p>“It will be a rental. Can we add the rental verbiage in the FAQ how to calculate the price for instructional materials?”</p> <p>Committee agrees Frequently Asked Questions looks good.</p> <p>Editing the approved to cover our bases. We will wait until we hear back from instruction on how we will proceed.</p>
Remaining	Goals	RS	<p>Talk about goals- we haven’t gotten our goals for this year, last year we got them late as well. Romelia will be calling Bridgette a call to follow up. Next meeting will try to have these goals for the next meeting.</p>