



**Textbook & Instructional Materials Committee Meeting**  
**Minutes, Spring 2023**  
**5/18/2023**  
**(3:00 PM – 4:30PM, Zoom)**

x	<i>(Faculty) Kristina Allende</i>	x	<i>(Co-chair) Allie Frickert</i>		<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>		<i>(Student rep) Susan Ramuco-Elicerio</i>
x	<i>(SS Manager Rep) Eric Lara</i>			x	

Item	Leader	Action Needed (discussion, decision, etc.)
Review minutes	AF	Minutes approved from 5.4.23.
SPEAC report	MC	APBP in progress, if committees do not have quorum Roger Willis will step in and assist if need be.
Goal accomplishments	AF	Due first week of June, will be sent out by email for any revisions
Pending individual assignments	AF	In progress, flyer created for circulation and marketing campaign on going, idea for next term: admissions and records come to a meeting, data will be quantified by Monika, Open Education week promoted, Comment boards in library for development of student survey, and most goals were accomplished. Motion to approve accomplishments held and approved.
Review ZTC Resolution	MC/ EC	Feedback: it is well written, should be in ASCCC format. Need to focus on what is the end goal and desired outcome of the ZTC resolution.

		Think of outcomes; tie the resolutions to those goals. Recommendation to submit in the fall.
Update: Inclusive Access	SL	Suzanne is not in attendance.
Other		Email exchange for proposing a new time to meet. Proposing 1 Friday per month tentatively 10:30-12pm? Second Friday for Fall term 2024. EDIT: Second Friday agreed upon unanimously over email.