



Textbook, Instructional Materials, & Digital Equity (TIDE) Committee Meeting

Agenda, Fall 2025

9/24/2025

(3:00 PM – 4:25 PM, 6-226A)

x	(Library Faculty Co-chair) Monika Chavez		(Faculty at-large) Vacant		(Faculty EDC Member) Vacant		(Student Services Manager) Dr. Eric Lara
x	(Manager Co-chair) Dr. Romelia Salinas		(Faculty at-large – OER user) Vacant		(DEISA Council Member) Vacant		(Classified Representative- Basic Needs) Vacant
	(Faculty at-large) Briseida Ramirez	x	(Faculty OERI liaison) Esteban Aguilar	x	(FCLT Representative) Dr. Michelle Newhart	x	(Classified Representative-Student Life or Library) Gabi Quiroz
	(Faculty at-large) Marissa Case		(Counseling Faculty) Vacant	x	(Bookstore Manager) Erik Guss		(Student Representative) Vacant

Guests:

Ava Alkhalidi, Jannet Ortiz

Call to order: 3:03 pm

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
10 min	Public Comment	RS, MC	
10 min	Welcome & Introductions	RS, MC	The co-chairs welcomed the committee members and members introduced themselves.
5 min	Review minutes	RS	The committee reviewed the notes from the May 9 th , 2025. Quorum was not met at that meeting. TIMC Minutes 05.09.2025.docx

<p>10 min</p>	<p>About TIDE & Meetings</p>	<p>MC, RS</p>	<p>Discussion:</p> <p>The committee's name has changed to include Digital Equity in the name. The Textbook and Instructional Materials Committee (TIMC) has been renamed to the Textbook, Instructional Materials, & Digital Equity (TIDE). The committee was not involved in the name change process, the committee will be discussing the digital equity piece and how to incorporate it into their work. There will be a SPEAC meeting where TIDE can ask about the specifics of the addition of digital equity to the committee's name.</p> <p>TIDE is a Brown Act Committee. The committee received a one-page information sheet about remote attendance and the requirements to attend remotely.</p> <p>The meeting in November is on November 26th before the Thanksgiving holiday. Tentatively, the committee will meet on Wednesday November 19th pending the consent of members not present at this meeting.</p> <p>Ava Alkhaldi will be administrative support for the committee.</p> <p>The committee discussed the change Title V regarding the adoption process of textbooks outlined in the FCCC memo: Burden-Free Access to Instructional Materials. The change includes a regulation that students must have access to their textbooks and materials on day 1.</p>
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			<p>The bookstore provided a link to a student book list where students can input their A# and their book list will appear. https://list.follettdiscover.com/mtsac</p> <p>The co-chairs requested a presentation for the next meeting (October) from the bookstore regarding the Title V change. Additionally, Michelle Newhart will present information regarding accessibility at the next meeting.</p>
20 min	Purpose, Function & Membership	MC, RS	<p>Discussion, approval:</p> <p>The purpose and function has been edited to include the digital equity piece that was added to the committee's name. The committee reviewed a redlined version of the previous purpose and function statement which includes the changes. Digital equity was defined as digital equity (access to technology, digital literacy, and technology support) in the purpose and function.</p> <p>In addition, the faculty co-chair could previously be any faculty but the guideline was changed to the co-chair being a library faculty co-chair. The vacant positions are Academic Senate appointments.</p> <p>Motion to approve: Esteban Aguilar Second: Romelia Salinas Yea: Monika Chavez, Erik Guss, Gabi Quiroz, Michelle Newhart</p>
20 min	Committee Goals	MC, RS	<p>Discussion & approval:</p> <p>The committee reviewed the Committee Goals and Progress Report and their links to the College's strategic priorities.</p>

		<p>For Goal 2 – the bookstore can assist with due dates for textbook adoptions. The law requires that the schedule of classes show the cost of classes, including books. There was a suggestion to link the OER materials to the bookstore webpage for the individual courses. The request to link the OER materials may not be doable, but this question can be further discussed with the bookstore representative at the next meeting.</p> <p>How does the campus ensure that all students have access to instructional materials and supplies on day 1? The campus has to have a policy in place by January 2026 to address the new regulation. It is important for faculty to know and understand the adoption process in order for the cost of the class to be on the schedule of classes before students register. The different timelines across campus have to be looked at and aligned (schedule production, bookstore, adoption).</p> <p>In reviewing the goals, a committee member asked if the library adoption process and how to access materials should be mentioned in the committee goals. The function of the committee does mention the library and noted that the library is embedded in the process of zero-cost because library materials are considered zero-cost. Goal 4 was rewritten to specifically mention the library.</p> <p>The committee viewed the class registration portal and viewed classes with the special schedule type that are notated as OER and ZTC. The campus reports data to the state on how many classes are OER and ZTC. It was proposed to meet with members of the Instruction Office to request more information and changes to the registration portal designators.</p>
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			<p>Motion to approve the changes to the revised committee goals: Esteban Aguilar Second: Gabi Quiroz Yea: Monika Chavez, Erik Guss, Romelia Salinas, Michelle Newhart</p>
5 min	SPEAC Report	MC	<p>Information sharing:</p> <p>The campus will be celebrating Native American & Indigenous Heritage month. Members can find information about the events soon on the First Peoples Native Center website and through email.</p>
5 min	OERI & LIEAL Report	EA	<p>Information sharing:</p> <p>The Academic Senate for California Community Colleges (ASCCC) is spearheading the Open Educational Resources Initiative (OERI). Esteban Aguilar is the representative for Mt. SAC. New OER books and resources that have been developed and can be found on the website (https://asccc-oeri.org/newly-available-oer/) The ASCCC has also developed an AI FAQ page that can also be found on the website (https://asccc-oeri.org/wp-content/uploads/2025/09/AI-Attribution-and-Citations-for-OER-FAQ.pdf)</p> <p>LIEAL members will be attending the OER conference in October and will report out at the November meeting.</p>

Adjournment: 4:22 pm