



Textbook & Instructional Materials Committee Meeting

Notes, Fall 2022

11/17/2022

(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>	x	<i>(Faculty) Jenny Leung</i>	x	<i>(Student Services) Gabi Quiroz</i>
	<i>(Faculty) Monika Chavez</i>	x	<i>(Bookstore) Suzanne Luetjen</i>	x	<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>	x	<i>(EOPS)Julie Marquez</i>		<i>(Student rep) Sergio Ceron</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	AF	Minutes approved as submitted.
5 min	SPEAC report	MC	<ul style="list-style-type: none"> • Provided background to SPEAC about ZTC and low-cost designation. Also shared the FAQ document. • Student Equity Committee and Equity Council will be drafting some equitable syllabus language. It may include textbook affordability content. Monika will be serving on the workgroup. • Consider doing more marketing of topic to faculty. • Add link to our webpage to the smartsheet.
Remaining	Academic Senate Goals	AF	1. Expand bookstore hours: not within committee's purview. Refer to the bookstore RFP committee.

			<p>2. Incentivize/institutional support of open education resources/ZTC: Committee is promoting and educating the campus about the ZTC and Low Cost designations/icons. LIEAL (Library Initiative for Equitable & Affordable Learning) is taking the lead for the campus with this work. We recommended that LIEAL be provided with ongoing funding to support the work they have started.</p> <p>3. Adoption of more affordable learning materials: The Committee recommended the creation of a new icon for low cost textbook designation (<\$40). We are now working with Instruction Office to add it to the schedule of classes. A FAQ about Zero Cost and Low Cost Designations was written to provide clarity to the designations for the campus. The Committee also wrote the Textbook Adoption Roadmap to support the adoption of affordable learning materials and the promotion of OER adoption.</p> <p>4. Support best practices for OER and shared resources: The Committee wrote Recommendations for Adoption of Required Instructional Materials to help faculty to minimize costs of instructional materials for students.</p> <p>All these documents are found on the TIMC website: https://www.mtsac.edu/governance/committees/timc/index.html</p>
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2022-23 Goal	Goal Origination	Original Need/Goal 20-21	Next Steps
Expand bookstore hours	Academic Senate Planning Retreat Fall 2022		Refer to Committee
Incentivize/institutional support of open educational resources/ZCC	Academic Senate Planning Retreat Fall 2022		Refer to Committee
Adoption of more affordable learning materials	Academic Senate Planning Retreat Fall 2022		Refer to Committee
Support best practices for OER and shared resources	Carryover from 2020-21	Best practices for OER and shared	Refer to Committee

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