



Textbook & Instructional Materials Committee Meeting
Agenda, Spring 2023
4/20/2023
 (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>
X	<i>(Faculty) Monika Chavez</i>		<i>(Bookstore) Suzanne Luetjen</i>		<i>(Student rep) Vacant</i>
X	<i>(SS Manager Rep) Eric Lara</i>			X	<i>(Guest) Morris Rodrigue</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Review minutes	RS	Approve minutes Allie Frickert and Jenny Leung
5 min	SPEAC report	MC	Reviewing: AP/BP to help with accreditation
15 min	New Campus Bookstore	MR	<ul style="list-style-type: none"> ○ RFP (Request for Proposal) Process every 5 years. Monika was a rep from this committee. Different bookstore going to Auxiliary board. ○ Is proposal the same as bid process? Instead of going with a lower price you set up a rubric of what you are looking for. Angelic will be reaching out to the vendor to see if it is possible to start by July 1st. Morris spoke to them, and he feels confident they will be able to accomplish this. ○ We want to make sure we do not cause problems with book orders, that the change is smooth transition and faculty is trained in the fall. Low impact on faculty roll out.

			<ul style="list-style-type: none">○ New vendor has been recommended. "Follet group" vendor will replace Barnes and Nobles. Will there be communication? Yes, communication is being built. Faculty is scheduled to be training in the fall.○ Frustration of Barnes and Noble; some feel they did not work for Faculty and students and only for themselves.○ Needs to consider: New books and extended hours especially in the first two weeks of each term, weekend, and evening. ○ Messaging to better serve students is what we should lean on. ○ Copy right<ul style="list-style-type: none">● We haven't taken any of those issues at this point. Miscommunication of Day and Night. Many people prefer hard copy books. We need to leverage what the library pays for licenses to make sure we are checking Library holding if we already paid so we do not pass that cost to students. ● We also link on our page to the Lib guide on copyright https://mtsac.libguides.com/faculty-copyright ● We can arrange a meeting with the group to have those in this group to ask questions. ● First day access/inclusive access. If you order a textbook inclusive access, it automatically gives them an electronic version. It would charge the student later if the student does not decline.
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			<ul style="list-style-type: none"> • Not best for students in certain cases for your group recommendations group has done a lot of in-depth research. The body recommended no on first day access, there are too many cons versus pros. ○ Morris will be coming to our meeting to update us and tell us how we can help the process. ○ We should have Informational sessions for faculty, where questions can be addressed.
15 min	Equity- Book Lending Program	EL	<ul style="list-style-type: none"> ○ mtsac.edu/equity book loan- not a public link ○ We rent the books to students, no charge. We end up paying with SEAP fund through equity center. ○ Students must turn in books the Friday before finals and some students are not able to return them on time. ○ They must belong to a program. There are no limitations if it is on the syllabus as a required book. The campus does not allow us to re-sell them because they were purchased with state funds. Even though we would for future needs. <div data-bbox="1108 932 1564 1349" data-label="Image"> </div> <div data-bbox="1640 946 1919 1354" data-label="Form"> <p>Procedure:</p> <ol style="list-style-type: none"> (1) Students must acknowledge the Student Equity Book Loan / Rental Contract. (2) Students must be an active participant of an Equity Program (i.e., Reach, Dream, Pride Center, Bridge, etc.). (3) Students who already have been awarded with COPSS and/or Promise Plus and/or CalWORKS and/or Veterans textbook vouchers DO NOT QUALIFY for the Student Equity Book Loan / Rental. (4) Students must provide the most current class schedule. (5) Textbooks must be in good condition when returned to Mt. SAC Barnes & Noble. (6) Textbooks must be in good condition when returned to Mt. SAC Barnes & Noble. (7) All Student Equity - Book Loan / Rental will be processed either virtually and/or in-person. (8) Failure to return the book(s) by the last day of finals week in good condition will result in loss of borrowing privileges for future semesters/terms. <p>Student All *</p> <p>A</p> <p>Mt. SAC Program Name</p> <p>Select</p> <ul style="list-style-type: none"> CalWORKS DEJAM EQPS El Centro Honors IASI Pride Center Promise Plus REACH Reaching Scholars Veterans N/A <p>Street Address</p> <p>City</p> <p>State</p> </div> <ul style="list-style-type: none"> ○ Consistent messaging to be sent to counseling as they meet with students, and they can inform them of this student opportunity.

			<ul style="list-style-type: none"> ○ Refer students to equity center/program. Centers and programs all have different requirements. If the student does not belong to programs, we can give them the link. ○ Eric is to send the library a list we can put them on a course reserve.
5 min	To Do List	RS	<ul style="list-style-type: none"> ○ Review of to do list/ updates- next week Bernie Somers will be our guest. ○ Jenny will reach out to Financial Aid and will speak to Rosie. ○ ZTC Pathway Resolution, we want our committee to write a resolution. Vote here and it goes in our minutes, and it shows the body supports. Monika will spearhead it; Monika and Ellen will work on it and present it at the next meeting.
15 min	Update: Inclusive Access	SL	<ul style="list-style-type: none"> ○ Moved to next meeting
Remaining	Other	RS	<ul style="list-style-type: none"> ○ Change in Committee <ul style="list-style-type: none"> ● 3-year terms are ending, we need to start recruiting for the fall of 2023. ● Recommendations: It is recommended that Monika be Faculty co-chair. ● One time a month meeting versus 2 x per month. This committee has already done so much of what they sought out to accomplish. It is now more maintenance/update information and continuing to support. - Changing position time, Ellen will be happy to stay, if the meeting time is changed as this interferes with her teaching. If it is allowable the team agrees. ● Allie will reach out to Roger to see if once a month is allowable and to see if he can share the schedule of community time. Allie is to inform the committee at the next meeting.